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# The 2-Year Community College

*An Annotated List of  
Unpublished Studies and Surveys, 1957-61*

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## FOREWORD

EVIDENCE of the rapid growth of 2-year colleges can be found in the increasing number of institutions and in the number of students. Current data indicate that total enrollments in junior colleges are increasing at a faster rate than total enrollments in 4-year colleges. Between 1939 and 1961, for example, the total degree-credit enrollment increased by 250 percent in 2-year colleges and by 177 percent in 4-year institutions.

It is important to observe also that all types of 2-year colleges enroll large numbers of students who do not have as an immediate goal the traditional bachelor's or higher degree. Some are adult students who are not concerned with either transfer credit or occupational preparation. Others are preparing for technician and semiprofessional positions. During each of the 5 succeeding years that the Office of Education has collected data on enrollments and graduates in organized occupational curriculums, 2-year institutions have accounted for an increasingly larger percentage of enrollments. Of the quarter of a million students now in these programs, two-thirds are in 2-year institutions.

This bibliography is intended as a reference work for administrators, professors, and students of 2-year college education. It gives information on sources and materials which generally are not annotated in national professional journals or in publications such as *Education Index* and *Doctoral Dissertations*.

The studies cited are those unpublished and completed or underway during the period of January 1, 1957, to June 30, 1961. Earlier studies are reported in *The 2-Year Community College: An Annotated List of Studies and Surveys*, Office of Education Bulletin 1958, No. 14.

For more detail on a particular study, interested persons are requested to direct their questions to the source, rather than to the Office of Education.

**FOREWORD**

The authors wish to express their special appreciation for the detailed help furnished by Eleanore Jacoby Smart, Jean M. Dickson, Flora B. Heath, and Barbara L. Mauer.

At the time that the major work for this project was being performed, Dr. Martorana was chief of the State and Regional Organization Section. Early in 1963, he assumed a new position as Director, Office of Planning for Higher Education, New York State Education Department.

The Division of Higher Education is grateful to State directors of 2-year colleges, deans of graduate schools and colleges of education, professors of junior college education, and others who supplied the basic information for the present bibliography.

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## INTRODUCTION

THIS IS THE FOURTH Office of Education bibliography of studies pertaining to the 2-year college. One was prepared in 1950 by Bertalan and Conley, another in 1953 by Wood, and a third by Morrison and Martorana in 1958. A favorable response came from persons concerned with this component of education, principally the State directors or coordinators of junior college programs and persons in the universities who are engaged in teaching, studying, or doing research in community-junior college education.

Soon after the 1958 bibliography was published, requests were received in the Office of Education to keep the information up to date. Resolutions were introduced to this effect at several of the annual meetings of the American Association of Junior Colleges. Consequently, plans were soon made for a repetition of the service within 5 years.

This particular bibliography is intended to serve a recognized need by providing in one publication a listing of studies which have not been published either as books or as articles in widely circulated periodicals, since such projects are usually already annotated in well-known indexes. It was felt that this policy would avoid duplication of listings and would provide a reference aid to supplement the standard indexes. Indexes which can be consulted for listings of studies in the junior college field include the *Education Index* and *Reader's Guide to Periodical Literature*. Other useful sources are *Doctoral Dissertations*, which contains abstracts of advanced graduate theses, many of which are unpublished, and the May issue of the *Junior College Journal*, which provides an index of its publications for the preceding year.

In addition to these standard references, there are two other sources which should be mentioned. One is an annotated bibliography by Eells and Hollis listing 23 basic items about the junior college which were printed between 1950 and 1959, 26 other items pertaining to associate degree programs, and cross references on an additional 82 items relevant to 2-year college education.<sup>1</sup> The other publication is a summary by D'Amico and Martorana of all articles and books on 2-year colleges cited in the *Education Index* between 1950 and 1960.<sup>2</sup>

<sup>1</sup>Walter Crosby Eells and Ernest V. Hollis. *Administration of Higher Education: An Annotated Bibliography*. U.S. Department of Health, Education, and Welfare, Office of Education (OE 58002). Washington: U.S. Government Printing Office, 1960. 410 p.

<sup>2</sup>Louis A. D'Amico and S. V. Martorana. "A Decade of Research and Information Reports on the Two-Year College." *Junior College Journal*, 32:5, January 1962. p. 292-298.

It should be noted that the 1958 bibliography contained a number of annotations on unpublished doctoral dissertations. In the present bibliography, however, no completed graduate studies above the master's level are included because of the indexing service provided by *Doctoral Dissertations* and other reference publications. The "projects underway" section does include several doctoral dissertations which were in progress as of July 1, 1961.

The organization of this bibliography is designed to provide clarity and ease of reference for the reader. The increased variety of research topics and the number of studies included have resulted in changes in categorical listings from those used in previous bibliographies. There are two major sections for completed projects—one for institutional and regional studies and one for topical studies. Items are indexed by author or survey director and subject.

The table of contents gives an overview of the areas where attention is being focused. This identification of current research was a principal reason for the project. Persons who are engaged in 2-year college research can use this bibliography to avoid duplication, to facilitate the planning of projects in their early stages, and to enhance communication and collaboration with others conducting related studies. It is readily apparent that some categories need added research; it is hoped that this publication will stimulate investigation of these topics. It is intended, too, that the findings summarized in the annotations will be applied toward continued improvement in organization, administration, instruction, student personnel services, and other aspects of 2-year institutions.

As in the 1958 bibliography, the first two categories—regional and institutional studies—are the largest. A significant change is noted, however, in the current edition with institutional studies replacing regional studies as the grouping with the most items. One-third of the completed projects, or 77 studies, are now classified as institutional studies. This is not surprising when consideration is given to the number of changes in education and to the new demands on 2-year institutions. It should be mentioned that the majority of institutional studies referred to are self-studies, i.e., studies made by the administration and faculty of a particular college.

Typically, self-studies are not given wide circulation; they are seldom published in book form or reported in professional journals, since they are intended to serve specific institutional purposes and the interest of readers outside the institution is generally limited. In addition, an institution might be reluctant to circulate the findings, for a really good institutional self-study includes both strengths and weaknesses and good public relations preclude broadcasting institutional liabilities.

Most of these self-studies are prepared in connection with visits by representatives of accrediting associations. Formal reports of accreditation action are confidential, and reports of the related self-studies are not usually available. The annotations, however, report only the general content and scope of the studies. Interested readers should correspond with the institution directly concerning the availability of additional information.

The institutional studies included in this bibliography generally are broad, covering many phases of a college's activity: Purpose, philosophy, organization, administration, financing, curriculum, instruction, facilities, student personnel, faculty, and library. Many of these reports indicate action taken on recommendations made by previous accreditation teams. Of the studies which are more limited in coverage, the areas investigated most frequently are organization and instruction.

The 47 regional studies listed represent 20 percent of completed projects, the greatest proportion being statewide surveys. Other studies were concerned with surveying the needs of a particular township, school district, city, county, or metropolitan area. It may be noted that in Missouri two major metropolitan area studies were conducted to reveal the present and projected needs for post-high school education and the facilities available to meet them.

Other subjects cited frequently in this publication are transfer students, faculty and staff, curriculums, campus planning, and student personnel. Within the latter group, followup studies are especially noted. A comparison of the 1958 bibliography shows a marked increase in the number of studies concerned primarily with faculty and staff, transfer students, and campus planning.

A new category for this bibliography was educational television, the subject of five studies. This is but another indication of the increased interest in educational media to assist colleges and universities in meeting the problems of growing enrollment and teacher shortage.

The library section, as in the 1958 bibliography, includes only a few studies. It should be noted, however, that D'Amico and Matorana found 16 articles on junior college libraries listed in *Education Index* for the 1955-60 period as compared with only one for the 1950-55 period.<sup>3</sup> It is possible that the previous bibliography and a followup article by Morrison pointing to the neglect of the library have served to stimulate publication in this area.<sup>4</sup>

According to the annotations in this bibliography, other categories given relatively little attention are instruction, general education, adult education, guidance and testing, general administration, and

<sup>3</sup>Ibid., p. 295.

<sup>4</sup>D. G. Morrison. "Research and the Two-Year College." *Junior College Journal*, 24:8, November 1958, p. 128-132.

cooperative relationships. Although there are few entries under the advanced planning category, many of the institutional studies include this topic within their scope and thus this area is not as neglected as it might first appear. A few of these smaller categories have been fairly well covered by published articles and books. It seems evident, however, that more research is needed in the areas of general education, adult education, and administration.

The foregoing identification of topics of high activity and areas of relative inactivity should provide helpful guides to individuals planning or carrying on research in the junior college field. The gaps in the 2-year college literature should be brought to the attention of graduate students seeking a thesis topic in this area. Some of the more obvious needs for research have already been pointed out. Other gaps which may be less observable are suggested by the following questions:

- What institutional changes have emerged from the institutional, statewide, and regional studies?
- Does accreditation lead to changes in methodology, recordkeeping, or institutional outlook?
- What changes in the 2-year college operations and educational programs can be traced to increases in financial aid, especially that provided by the State?
- Is there a correlation between degree of local control and the comprehensiveness of programs?
- Has teacher certification by the State education agency been intensified or decreased in recent years? What has been the result?
- What changes in outlook or attitude of leadership in large universities have occurred toward the 2-year college? What impact has this had on the programs and operations of 2-year colleges?
- What impact on the operation of 2-year colleges can be traced to the National Defense Education Act of 1958, Public Law 85-864, and its several titles?
- Has the definition of an *institution of higher education* as it appears in title I of the act caused any institution to redefine its goals? Along what lines? Might it have decided to emphasize transfer programs over organized occupational (or "terminal") programs?
- What have been the successes and failures of science, mathematics, and foreign language aid to junior colleges under the provisions of title III? How did these funds strengthen articulation between the elementary and secondary schools and the junior colleges in a community?

It is very likely that some of the suggested research topics are currently being studied by persons interested in 2-year colleges. Since June 30, 1961, the authors have received copies of studies which they plan to annotate for another edition of this publication. It is hoped that the users of this bibliography will cooperate by sending copies of completed studies or information on newly initiated projects. This assistance is needed so that the series will continue to make a positive contribution to the literature on the 2-year college.

The research projects in this bibliography are identified with 2-year colleges. These institutions include community colleges, junior colleges, technical institutes, and freshman-sophomore extension centers of 4-year colleges and universities. The terms 2-year community junior colleges and junior colleges are used interchangeably throughout the report. The projects, surveys, and studies dealing with these institutions cover a wide range of topics and are either unpublished or limited in circulation.

In their efforts to compile a complete listing of pertinent items, the authors first prepared a preliminary draft of the bibliography from sources available in their files and from notes made in the course of their routine work. The draft was then circulated to all State directors or coordinators of 2-year colleges, professors of junior college education, directors of the Kellogg junior college leadership programs, and deans of the graduate schools or colleges of education in major universities. These persons were asked to review the preliminary bibliography and to extend or correct it. From the responses to this request for cooperation, the final version was compiled. This bibliography should not be considered, however, as containing all of the research done in the 2-year college field between 1957 and 1961, since some studies may not have come to the attention of the authors.

# I. PROJECTS COMPLETED

## Regional Studies

1. An Appraisal of Educational Needs of the Belleville Township High School and Junior College District. Prepared by the School Survey Staff of the University of Illinois with the cooperation of the Belleville Administration and Teaching Staff. Urbana, Ill., 1958. 161 p.

Studies the types of technical and vocational training programs needed and the future school building requirements. Proposes a master plan calling for one centrally located junior college at the apex of the Belleville public school system and recommends a building program.

2. BOICOURT, GERALD W. Community College Primer. Detroit, Mich. Wayne State University, Community College Services, 1958. 28 p.

Provides basic information regarding community colleges in Michigan in order to determine what should be done to meet urgent needs for the expansion of educational facilities beyond the high school. Gives major steps that could be taken to improve Michigan community colleges.

3. A Brief for a Proposed Community Junior College in the Vicinity of Lake City, Florida. Submitted by the Board of Public Instruction of Columbia County to the State Advisory Council on Education and the Florida State Department of Education. Columbia County, Fla., 1959. 49 p.

Shows the needs of Columbia County for a community junior college and the potential enrollments, finances, facilities, and faculty. Suggests sites for the proposed college.

4. A Brief for a Proposed Community Junior College Program for Broward County, Florida. Prepared by the Broward County Board of Public Instruction for the State Advisory Council on Edu-

cation and the Florida State Department of Education. Fort Lauderdale, Fla., 1958. 56 p.

Presents the arguments for establishment of a community junior college in the county. Surveys the potential enrollments, finances, facilities available, and teaching and administrative staff available.

5. BUDKE, MARALYN. Post High School Educational Facilities in New Mexico. A study prepared for the New Mexico Legislative Finance Committee. Santa Fe, N. Mex., 1960. 106 p.

Surveys the needs and justification for establishing public junior colleges in New Mexico. Concludes that junior colleges would be a relatively expensive way to serve the educational needs of limited sections of the State.

6. Community Colleges. Special Bulletin. Raleigh, N.C. North Carolina Board of Higher Education, 1960. 40 p.

Presents the policy statement of the Board of Higher Education for community colleges. Includes an analysis of policies and procedures relative to the establishment and operation of new colleges and lists the estimated community college operating costs.

7. Community Junior College: Brevard County, Florida. A brief of the Board of Public Instruction of Brevard County in support of the request for Priority One consideration for the location of a community college in the county. Titusville, Fla., 1958. 97 p.

Surveys in detail the socioeconomic-population description of the county, its high school graduates and prospective junior college students, programs needed and programs now in operation, and plans for a junior college. Discusses available sites.

8. Community Junior College Survey—Lake County and Sumter County, Flor-

ida. Lake County and Sumter County Boards of Public Instruction, 1958. 68 p.

Presents factual and statistical data to substantiate the need and justification for the establishment of a junior college in the Lake-Sumter area.

9. COOPER, LELAND and KASTNER, HAROLD. Accreditation Data Concerning Twenty Community Junior Colleges of Florida. Prepared for the Division of Community Junior Colleges, Florida State Department of Education, under the direction of Dr. Robert R. Wiegman, Director, Kellogg Junior College Administrative Leadership Program. Gainesville, Fla. University of Florida, 1961. 29 p.

Contains information taken from the 1961 State accreditation reports completed by 20 Florida community colleges, providing some idea of the methods used by the institutions in their development and operation. Breaks down by individual institutions such topics as methods used in formulating objectives and evaluating the extent of their implementation, ways of following up transfer and terminal students, examples of extracurricular activities, plans for inservice education of teachers, and types of institutional research studies currently being conducted.

10. Educational and Occupational Needs Survey of the American River Junior College District. Sacramento, Calif. American River Junior College, 1960. 91 p.

Examines the nature and training needs of business and industry in the community and seeks to identify occupational categories having educational requirements in sufficient demand to be included in the junior college curriculums. Makes recommendations to assist the college in planning for the future in the area of occupational training.

11. Education Beyond High School: The Two-Year Community College. A report of the New Jersey State Board of Education to the Governor and the Legislature. Trenton, N.J., 1961. 73 p.

Surveys previous recommendation for public 2-year colleges and status of 2-year colleges in the State, economic conditions, need for technical education, and post-high-school plans of New Jersey high school seniors and juniors. Makes recommendations regarding establishment of new junior colleges.

12. Education Beyond the High School. Report and Recommendations submitted

to the Interim Committee on Education of the Washington State Legislature. Citizens' Subcommittee I on Education Beyond the High School, Dr. James F. Nickerson, Study Director, Olympia, Wash., 1960. 41 p.

Encompasses a survey of all phases of higher education, but studies in detail future needs of the State in the area of junior colleges and vocational-technical schools. Presents 19 recommendations for junior colleges and vocational-technical schools.

13. Facts About New England Colleges and Universities. Prepared by Dr. Kevin P. Bushnell for the New England Board of Higher Education. Winchester, Mass., 1959. 23 p.

Presents survey data on types of institutions, tuition and fees, enrollment, and faculty and staff of 186 higher education institutions located in six New England States, including 28 private and 3 public junior colleges. Data tabulated from responses to questionnaires sent by participating institutions.

14. Fall Enrollment in Institutions of Higher Education in New York State, 1958. Prepared by the Division of Research in Higher Education and the Bureau of Statistical Services, the University of the State of New York. Albany, N.Y., 1959. 18 p.

Reports enrollment data in New York State colleges and universities, including junior colleges, for the fall of 1958, both by totals for the State and by individual institution.

15. Final Report of the Junior and Community College Study Commission to the Governor of Michigan. Gorton Riethmiller, Chairman of the Commission. Lansing, Mich., 1958. 40 p.

Studies the probable future role of junior and community colleges in Michigan and their incorporation into the total educational system of the State. Surveys functions of the community college and relationship to other higher education institutions.

16. Higher Education and the Future of Youth in the Greater St. Louis Educational Area. Report made to the Governor's Committee on Education Beyond the High School in Missouri and the Citizens of the Greater St. Louis Educational Area by the Committee of Higher

Educational Needs of Metropolitan St. Louis. Edward B. Shills, Chief Consultant and Director. St. Louis, Mo., 1960. 160 p.

Gives enrollment and resource information in order to compare assets with needs in the St. Louis Metropolitan area. Includes five junior colleges.

17. Higher Education in Kansas City. A survey of higher education in the Kansas City Area, directed by Dean E. McHenry with the assistance of Community Studies, Inc. Kansas City, Mo., 1957. 175 p.

Places primary emphasis on the University of Kansas City and the Junior College of Kansas City. Devotes a chapter to the study of the junior college programs, physical plant and setting, administration and faculty, students, and future plans.

18. Higher Education in Rhode Island, 1959-60. Prepared by the Commission to Study Higher Education, Laurence J. Hogan, Chairman. Providence, R.I., 1959. 18 p.

Outlines needs for higher education in Rhode Island and presents the plans recommended by the Commission to meet those needs. Recommends the establishment of community colleges and outlines in a general way their services, responsibilities, and methods of finance.

19. Illinois: Developing Junior Colleges. *Educational Press Bulletin*, 51:6. Ed. by George T. Wilkins, Superintendent of Public Instruction. Springfield, Ill., 1960. 51 p.

Includes articles on the establishment and expansion of specific junior colleges, the role of the Office of the Superintendent of Public Instruction in community-college development, general education programs, and the training of skilled technicians in junior colleges under Title VIII of the National Defense Education Act. Elaborates a new approach in the preparation of nurses in associate degree programs of junior colleges, providing guiding principles for such activities.

20. Illinois Looks to the Future in Higher Education. Report of the Higher Education Commission to the Governor and Legislature of the State of Illinois. Urbana, Ill., 1957. 219 p.

Surveys the urgent needs of higher education in Illinois, devoting a chapter to the

extensive discussion of junior colleges. Presents the need for junior colleges, reasons for expanding them, and possible location of future public junior colleges, and makes recommendations with regard to financing and establishment.

21. Junior Colleges Could Ease Enrollment Problem. A Report of the Joint Legislative Committee Created to Study Problems of Educating on a College Level the Increasing Number of Students of College Age in South Carolina. Columbia, S.C. South Carolina Education Association, 1961. 18 p.

Presents staff findings and suggestions after investigating the feasibility of increasing existing facilities and erecting and maintaining 2-year colleges in South Carolina, in order to pass them on to a succeeding committee which is to conduct a broad study of higher education in the State.

22. The Junior College in Minnesota. A study prepared jointly by the Governor's Committee on Higher Education and the State Department of Education. Directed by Robert J. Keller, Harry M. Lokken, and Roy F. Meyer. St. Paul, Minn., 1958. 164 p.

Defines the role of the junior college in Minnesota, explores the services which they now provide, and suggests ways these services might be extended to more youth and adults in the State. Recommends separating from high schools and instituting a regional junior college system for Minnesota.

23. Lay Citizens and Faculty Study to Improve Education Opportunities. A Survey of the educational program and community college possibilities of Freeport School District No. 145. Prepared jointly by the Lay and Faculty Survey Committees and the University of Illinois. Urbana, Ill., 1958. 174 p.

Presents facts pertaining to prospective enrollments, educational needs, financial resources, housing facilities, and community attitude and willingness to support an educational program on the 2-year level. Includes studies of community characteristics, high school graduates, and occupational needs.

24. The Nebraska Study of Higher Education. Prepared for the Nebraska Legislative Council Committee on Higher Education by Lyman A. Glenny, Director, and Walter H. Nees, Assistant to

the Director, Lincoln, Neb. Legislative Council, 1961. 109 p.

Studies all phases of higher education in Nebraska, including junior colleges. Chapter IX deals only with the 4 public junior colleges, covering present status, characteristics of the colleges, proposals for new junior colleges, and problems and issues.

25. **Needs in Massachusetts Higher Education: With Special Reference to Community Colleges.** Prepared by the Special Commission on Audit of State Needs. Boston, 1958. 87 p.

Surveys economical location of community colleges, local tax burden, public understanding and experience, duplication of facilities and curriculums, accreditation, standards, and transfers. Recommends that a State Board of Regional Community Colleges be created to coordinate a statewide system of community colleges.

26. **New Educational Horizons. A Study of Community College Possibilities in the Southwest Chicago Suburban Area by the Citizens Survey Committee and the Inter-University Survey Bureau of the State of Illinois.** Chicago, 1961. 79 p.

Reports the findings of a 6-month survey to determine the feasibility of establishing a public junior college for the area and the possibilities of such a college if it were established. Includes sections on the community and its people, the educational program, buildings and sites, and financial resources and costs. Recommends establishing an area community college and presents guiding principles for so doing.

27. **Ohio's Future in Education Beyond the High School. A Report to Governor C. William O'Neill from the Ohio Commission on Education Beyond the High School.** 1958. 72 p.

Examines the present state of higher education in Ohio and makes recommendations. Contains sections presenting the need for more 2-year programs to cope with the demand for technicians and suggesting ways of establishing and financing such programs. Advocates the development of specific programs for the training and placement of teachers for 2-year colleges.

28. **A Plan for a Statewide System of Public Area Community Colleges. A preliminary report by the Committee on Area Community Colleges.** Department

of Public Instruction, Des Moines, Iowa. 1961. 12 p.

Presents a specific plan for the statewide development of public area junior colleges and calls for an investigation of the availability and means of providing vocational and technical education for Iowa youth and adults. Recommends that the State superintendent appoint a full-time director of the study on community colleges and a research committee, a group of consultants, and a State committee on area community colleges to carry out the study and to propose appropriate legislation.

29. **Planning for College in New York State, 1958-1959.** Prepared by Kenneth T. Doran, Associate in Higher Education, Office of the Assistant Commissioner for Higher Education, State Department of Education. Albany, N.Y., 1959. 85 p.

Gives information important to those looking forward to attendance at a college in the State of New York, including a detailed list of registered 2-year college-type curriculum and major areas of specialization. Summarizes institutional data on scholarships, loans, ROTC units, and estimated annual costs, by institution.

30. **Proceedings of the Workshop on Establishing Junior Colleges. For Administrators and Boards of Trustees of New Junior Colleges.** Sponsored by California State Department of Education; California Junior College Association; Junior College Section, California School Boards Association; and University of California, Los Angeles, Sacramento, Calif. State Department of Education, 1961. 71 p.

Reports in detail the proceedings of a workshop on establishing junior colleges in California. Includes an address on "Junior College Philosophy, Objectives, Standards as a Basis for Planning"; a symposium panel on "Do's and Don'ts of Getting Started" from the viewpoints of a president, a trustee, and the State department of education; and the addresses delivered and conclusions reached in section meetings on "Board and Administrative Policies," "Development of College Offerings," and "Planning a New Campus." Concludes that more conferences and study of the problems and opportunities associated with establishing new junior colleges are needed.

31. **Projections of Enrollment for California's Institutions of Higher Edu-**

cation, 1960-1975. Prepared by the California Department of Finance for the Master Plan Survey Team and the Liaison Committee of the Regents of the University of California and the State Board of Education. Sacramento, Calif., 1960. 102 p.

Presents projections of enrollments in California higher education institutions, including junior colleges. Devotes a major portion of the report to a discussion of the assumed impact of master plan recommendations on California college enrollments.

**32. A Proposed Policy for the State of Ohio for Community Colleges and University Branches.** Prepared for the Governor by the Ohio Interim Commission on Education Beyond the High School. Columbus, Ohio, 1961. 82 p.

Studies need for and desirability of establishing technical institutes, junior colleges, and university branches in Ohio, as well as ways and means to organize, charter, supervise, and finance them. Recommends an independent community college agency to charter and supervise new 2-year public institutions of higher education.

**33. Public Higher Education in Illinois: Its Scope and Function.** Staff report to the Committee to Recommend a State Plan for Public Higher Education. Directed by Gilbert Y. Steiner, assisted by Romayne R. Ponleithner. Springfield, Ill. Illinois Joint Council on Higher Education, 1961. 198 p.

Studies the problems of public higher education in Illinois. Discusses the scope and function of the community colleges, plans for their expansion, the State's responsibility for providing post-high-school educational opportunities, and vocational-technical education.

**34. A Report from the University of Georgia to the State Junior College Study Committee.** Athens, Ga. University of Georgia, 1957. 33 p.

Surveys the need for expanding educational opportunities beyond the high school in Georgia. Presents the university's proposal for expanding its program of university centers at which the first 2 years of college work could be offered, as well as terminal curriculums, to help meet this need.

**35. A Report of Junior College Possibilities in Harrisburg.** For the Harris-

burg Township High School District 101, Saline County. Educational Research Bureau, College of Education, Southern Illinois University. Carbondale, Ill., 1960. 29 p.

Surveys the Harrisburg district to ascertain the feasibility of establishing a junior college. Analyzes enrollment potential, educational needs, building facilities available, financial resources, existing higher education institutions in the area, and community interest and willingness to support a junior college. Concludes that the Harrisburg District meets all legal requirements for establishment of a junior college provided that students from neighboring districts within a radius of 25 miles are included. Suggests that a program based on present high school boundaries be viewed as a beginning and that a stronger program might be achieved later by involving a greater area and a larger tax base, and by the co-operation of adjacent high school districts in forming an enlarged junior college district.

**36. Report of the Junior College Survey Committee to the Twenty-Fourth Legislature of the State of Arizona.** Directed by Frank B. Lindsay. Phoenix, Ariz., 1958. 93 p.

Surveys public school population trends in Arizona, trends in employment, crisis in education beyond the high school, and the junior college as a way of providing this education, junior college possibilities in Arizona, and statutory provisions for public junior colleges.

**37. A Report of Wabash District Junior College Possibilities for Wabash Community District 348, Wabash County.** Educational Research Bureau, College of Education, Southern Illinois University. Carbondale, Ill., 1960. 28 p.

Surveys the enrollment potential, educational needs, building facilities, financial resources, and other related factors to determine the advisability of establishing a junior college in Mt. Carmel. Concludes that Wabash Community Unit District satisfactorily meets all the legal requirements for a junior college at Mt. Carmel provided tuition students from neighboring high school districts are counted from a radius of up to 20 miles.

**38. Report to the Governor from the Missouri Committee on Education Beyond the High School.** Jefferson City, Mo., 1960. 4 p.

Emphasizes the need for more extensive financial support for existing public and private universities, colleges, and junior colleges in effectively expanding and improving higher education. Recommends the development of a plan for State-supported junior colleges, stressing the importance of a degree of control by the State Board of Education to insure reasonable economy and educational effectiveness. Devotes a small section to a State scholarship plan.

**39. Revised Brief for a Proposed Community Junior College for Dade County, Florida.** Prepared by the Board of Public Instruction of Dade County for the State Advisory Council on Education and the State Board of Education. Miami, Fla., 1958. 75 p.

Presents data on the need in Dade County for a community junior college and surveys community attitudes, personnel, finances, and possible programs. Summarizes the outstanding facts in support of establishing a community junior college.

**40. Six County Study of Community College Needs.** A Report by the Citizens Advisory Council. Detroit, Mich., 1960. 117 p.

Studies community college needs in six counties of southeastern Michigan, including detailed reports on procedures and recommendations of the major committees. Strongly advises the immediate establishment of 5 new community colleges, early planning for 15 more, and continual regional studies; financial support from State appropriations, tuition, and countywide taxes; and the local control of each community college district by the county board of education.

**41. Some Basic Research Data for Determining the Place of the Community College in North Carolina's System of Higher Education.** James E. Hillman, Assistant Director, North Carolina Board of Higher Education. Raleigh, N.C., 1961. 64 p.

Presents statistical information on 2-year colleges within the State and in other States. Discusses programs of instruction, capital funds, and physical facilities. Analyses patterns of organization and criteria for establishing local public 2-year colleges. Cites the need for additional data on transfer students and on college enrollment projections for the State to 1970.

**42. Study of Enrollment of Superior High School Students in California Pub-**

lic Junior Colleges. A study prepared for the California State Department of Education. Sacramento, Calif., 1960. 7 p.

Studies how successful the plan is of admitting 12th-grade high school students to junior colleges. Reports the number of superior high school students enrolled in California public junior colleges and the number of semester units of credit they have carried.

**43. Survey of a Proposed Junior College District to be Composed of Yuba County and the High School Districts of Sutter County.** Prepared by the Division of Public School Administration, California State Department of Education. Sacramento, Calif., 1958. 28 p.

Determines what the possible result would be if a new junior college were formed to include the present Yuba Junior College district and all the high school districts of Sutter County, since the latter now accounts for 83 percent of the average daily attendance at Yuba Junior College.

**44. Survey of Higher Educational Opportunities in the Greater Philadelphia Area.** Prepared by the Drexel Institute of Technology, Division of Higher Education. Philadelphia, 1958. 7 p.

Surveys the higher education facilities in the Greater Philadelphia Area and recommends how the growing number of those wanting more than a high school education could best be served.

**45. Three-County Community College Study—Final Report.** Hillsdale, Jackson, and Lenawee Counties in Michigan. Directed by Dr. Max S. Smith, Director, Office of Community Junior College Cooperation, Michigan State University. East Lansing, Mich., 1961. 174 p.

A comprehensive study, involving citizens in a three-county area in Michigan to determine the feasibility of reorganizing Jackson Junior College, operated by the Jackson City School District, into an area community college controlled and operated by a separate board of trustees elected from three counties. The study covers the legal basis of organization, post-high-school needs, location, facilities, finances, and resources. Recommendations are included in the study.

**46. YOUNG, RAYMOND J. Is There Educational Waste of Illinois Human Resources?** Published by the Illinois Coun-

on Educational Administration in *Caldron*, 3:1, 1957. 4 p.

Reports and studies data on the number of Illinois youth aspiring to go to college.

the actual proportion attending, and the median education level of the populace in various areas of Illinois, as well as the implications of findings for educational administrators.

## Institutional Studies

**47. An Addendum to the Cameron State Agricultural College Self-Study Report.** Submitted to the Commission on Colleges and Universities of the North Central Association of Colleges and Secondary Schools. Lawton, Okla., 1961. 86 p.

Describes the significant changes that have occurred in the institution since 1959. Reports the clarification of principal objectives, an increase in faculty salaries, the size of the faculty and administrative staff, improvement in the quality of the faculty, a reorganization of the administration, increased library resources, and the establishment of a core curriculum.

**48. Application for Accreditation.** Submitted by Allan Hancock College to the Western College Association. Santa Maria, Calif., 1958. 109 p.

Examines the aims and purposes, curriculum, instruction, student personnel, and administration of the institution, and reports actions taken on recommendations made by a previous accreditation team.

**49. Application for Accreditation.** Submitted by American River Junior College to the Western College Association. Sacramento, Calif., 1958. 69 p.

Presents data on purposes and aims, curriculum, instruction, student personnel, and administration of the college. Reviews actions taken on previous recommendations.

**50. Application for Accreditation.** Submitted by Cerritos College to the Western College Association. Norwalk, Calif., 1958. 77 p.

Presents factual data on Cerritos College in the areas of program, organization, and administration. Lists actions taken on recommendations made previously.

**51. Application for Accreditation.** Submitted by Citrus College to the Western College Association. Azusa, Calif., 1961. 89 p.

Surveys the curriculum, instruction, student personnel, and administration of the college, presenting for each area the actions taken on previous recommendations.

**52. Application for Accreditation.** Submitted by Coalinga College to the Western College Association. Coalinga, Calif., 1958. 48 p.

Reviews and surveys operation and program data regarding Coalinga College.

**53. Application for Accreditation.** Submitted by Foothills College to the Western College Association. Mountain View, Calif., 1958. 117 p.

Reports data on curriculum, instruction, student personnel, and administration as well as actions taken on previous recommendations.

**54. Application for Accreditation.** Submitted by Long Beach City College to the Western College Association. Long Beach, Calif., 1959. 107 p.

In addition to general information regarding the college, presents specific data on the administration and operation of the institution. Lists recommendations of a previous committee, along with actions taken on its recommendations.

**55. Application for Accreditation.** Submitted by Los Angeles Harbor Junior College to the Western College Association. Wilmington, Calif., 1959. 141 p.

Surveys the curriculum, instruction, student personnel, and administration of the college, and presents actions taken on recommendations made by a previous accreditation team.

**56. Application for Accreditation.** Submitted by the Los Angeles Valley Junior College to the Western College Association. Van Nuys, Calif., 1957. 128 p.

Reports implementation of previous recommendations. Surveys the present status of the institution's program and organization.

**57. Application for Accreditation.** Submitted by Monterey Peninsula College to the Western College Association. Monterey, Calif., 1958. 97 p.

Studies the operation and administration of the institution and reports actions taken on recommendations made by a previous accreditation team.

**58. Application for Accreditation.** Submitted by Palo Verde College to the Western College Association. Blythe, Calif., 1960. 65 p.

Surveys the program and operation of the college, along with actions taken on recommendations made by the previous accreditation team.

**59. Application for Accreditation.** Submitted by Porterville College to the Western College Association. Porterville, Calif., 1958. 59 p.

Surveys various programs and operations of Porterville College. Presents actions taken on recommendations made by a previous accreditation team.

**60. Application for Accreditation.** Submitted by San Benito College to the Western College Association. Hollister, Calif., 1959. 81 p.

Surveys the areas of curriculum, instruction, student personnel, and administration, and reports actions taken on previous recommendations.

**61. Application for Accreditation.** Submitted by Stockton College to the Western College Association. Stockton, Calif., 1960. 148 p.

Surveys factually the areas of curriculum, instruction, student personnel, and administration.

**62. Application for Accreditation.** Submitted by Ventura College to the Western College Association. Ventura, Calif., 1960. 106 p.

Presents a factual review and survey of the various phases of administration, organization, and operation of the college.

**63. Application for Accreditation of Newton Junior College.** Submitted to New England Association of Colleges and Secondary Schools. Newtonville, Mass., 1959. 20 p.

By means of a question and answer procedure, evaluates the administration, operation, and finances of Newton Junior College.

**64. Blackhawk College. A Study of Junior College Possibilities in the County of Rock Island, State of Illinois.** The Educational Committees of the Moline Association of Commerce, the East Moline-Silvis Association of Commerce, and the Rock Island Chamber of Commerce in conjunction with E. S. Metcalf, County Superintendent of Schools, and Dr. Richard Whalen, Dean of the Moline Community College. Rock Island County, Ill., 1961. 85 p.

Studies the need for expanding Moline Community College to better serve all of Rock Island County. Concludes that a proposal for growth is sound and makes specific recommendations for implementing the development, such as submitting the proposal to the voters of the greater metropolitan community of East Moline, Moline, and Rock Island and asking for tax increases in the referendum.

**65. The Chicago City Junior College. The Second Report on the Chicago City Junior College to the Chicago Board of Education.** Presented by Benjamin C. Willis, General Superintendent of Schools. Chicago, 1958. 42 p.

Reviews growth and development since publication of the first report (1956). Makes recommendations on establishment of a new junior college, building construction, State aid in financing, curriculum, year-round counseling service, evening and summer school, and administration.

**66. A Community College Study. A Survey of the Iroquois County, Illinois, School Districts.** Prepared Jointly by the Citizens' Advisory Committee and the Inter-University Bureau. Iroquois County, Ill., 1961. 109 p.

Reports the results of a study to determine both the need for a junior college in Iroquois County and the extent of support that might be expected for such a project. Contains data on population trends, characteristics, and educational needs, including junior college enrollment projections; the various curriculums and buildings needed; and the ability of the community to supply adequate financial backing. Offers conclusions on the advisability of establishing a county junior college.

**67. A Compilation of Research Studies and Surveys of the Port Huron Junior College.** Port Huron, Mich., 1959. 55 p.

A statistical study made for purposes of evaluation and for use in planning the future development of Port Huron Junior College. Areas covered are: enrollments and class distribution; origins, background, and characteristics of students; academic comparisons of students; and physical facilities.

**68. Current Review and Future Plans.** Report of faculty standing and self-evaluation committees of Harford Junior College. Bel Air, Md., 1960. 80 p.

Surveys various phases of administration and operation, presenting recommendations of a committee on objectives and outcomes.

**69. Digest of Report of the North Central Association.** Evaluation made of Lincoln College. Lincoln, Ill., 1960. 11 p.

Evaluates the institution and recommends improvements to strengthen the quality of the program.

**70. Donnelly College—Self-Survey Report.** 1957. Kansas City, Kans., 1957. 52 p.

Concentrates on changes and areas of most needed improvement, rather than on points covered in previous self-surveys.

**71. An Evaluation of Tyler Junior College.** Evaluation made preparatory to a survey by a committee representing the Southern Association of Colleges and Secondary Schools. Tyler, Tex., 1960. 133 p.

Evaluates the administration, operation, and programs of Tyler Junior College, using the ratings suggested in *Guide for Self-Evaluation of Junior Colleges*, published by the American Association of Junior Colleges.

**72. Evaluation Report of Dodge City College.** Dodge City, Kans., 1959. 65 p.

Surveys and evaluates the organization and administration, student personnel services, curriculum, instruction, and atmosphere of Dodge City College.

**73. Evaluation Report: Kansas City, Kansas, Junior College.** Submitted to the State Department of Public Instruction. Kansas City, Kans., 1958. 45 p.

Reports on the organization and administration, student personnel services, curriculum, instruction, and college atmosphere of the institution, presenting a tabular evaluation for each area.

**74. Evaluation Report: Pratt Junior College.** Pratt, Kans., 1957-58. 70 p.

Using the evaluation guide for junior colleges of Kansas, examines all phases of administration, organization, and operation of Pratt Junior College, rating various items in each area.

**75. An Evaluative Study of El Dorado Junior College: 1955-57.** Prepared by the administration and faculty. El Dorado, Kans., 1957. 49 p.

Evaluates the program and operations of the college and judges its effectiveness in terms of meeting the needs of the youth of the community.

**76. An Evaluative Study of Hutchinson Junior College by the Faculty and Administration, 1957-58.** Hutchinson, Kans., 1958. 95 p.

Using the standard evaluation guide for Kansas junior colleges, surveys and rates its organization and administration, student personnel services, curriculum, and instruction.

**77. Everett Junior College Self-Evaluation Report I and II.** Prepared for the Higher Commission of the Northwest Association of Secondary and Higher Schools. Everett, Wash., 1959. Report I—119 p.; Report II—198 p.

Report I combines statistical data with factual information to present current status of the college in the area of administration and operation. Report II covers individually each division of the school.

**78. Faculty Report to the Oregon State Board of Education.** Submitted by the Oregon Technical Institute, Oretech Branch, Klamath Falls, Oreg., 1958. 31 p.

Describes current status of the institute and outlines assumptions and conclusions of previous reports of surveys.

**79. A Forecast of Enrollment for El Camino College: 1960-70.** A research report by Jack H. Cooper, Office of Research, El Camino College. El Camino, Calif., 1960. 5 p.

Forecasts the enrollment of El Camino College, by year, for the decade 1960-70.

**80. Grays Harbor College Self-Evaluation Report, 1 and 2.** Submitted to the Northwest Association of Secondary and Higher Schools. Aberdeen, Wash., 1961. Report 1—101 p.; Report 2—144 p.

Analyses strengths and weaknesses of the college. Report I deals with administration and resources, while Report 2 covers individually each division of the college.

**81. Hartnell College Accreditation Report.** Submitted by the faculty, administration, and Board of Trustees to the Western College Association. Salinas, Calif., 1958. 74 p.

Surveys Hartnell College in the areas of curriculum, instruction, student personnel, and administration, and presents actions taken regarding recommendations of previous evaluating committee.

**82. Highland Junior College Evaluation Report.** Highland, Kans., 1959-60. 56 p.

Uses the evaluation guide for junior colleges of Kansas to evaluate and examine the philosophy and purposes, organization and administration, student personnel services, curriculum, and instruction of the college.

**83. Institutional Self-Study.** Submitted by Northwestern College to the Commission on Colleges and Universities of the North Central Association. Orange City, Iowa, 1960. 151 p.

Surveys the operation and program of the college in support of an application to upgrade accreditation from junior college to senior college status. Evaluates the progress made under the master development plan.

**84. Institutional Self Study. Summary of Findings and Recommendations.** Prepared by the Gulf Coast Junior College. Panama City, Fla., 1960. 71 p.

Covers the areas of curriculum, instruction, student personnel, administration, and institutional relationships. Makes recommendations on each.

**85. Lower Columbia Junior College Self Evaluation Report I and II.** Prepared for the Commission on Higher Schools of the Northwest Association of Secondary and Higher Schools. Longview, Wash., 1961. Report I-95 p.; Report II-155 p.

Report I presents data on the administration and operation of the college, while Report II covers each division of study individually, as well as the evening and part-time adult education programs.

**86. Preliminary Report. North Central Association Self Study Committees.**

St. Gregory's College. Shawnee, Okla., 1959. 10 p.

Points out areas indicating a need for more intensive study and makes general recommendations for improvement.

**87. A Re-evaluation Questionnaire.** An evaluation of Colby Junior College. New London, N.H., 1959. 20 p.

Evaluates the organization and instructional program of Colby Junior College, and presents conclusions.

**88. Report of A Self-Study of Belleville Junior College.** by the Faculty and Administration. Submitted to the North Central Association of Colleges and Secondary Schools. Belleville, Ill., 1960. 128 p.

Studies Belleville Junior College from the standpoints of the community, the purposes of the college, the educational program including curriculum, instruction, faculty, extracurricular activities, student personnel services, measures of achievement, and the evening division, college resources, and administration. Presents a critical analysis of the areas studied, indicating strengths and areas for improvement. Develops a master plan to improve and strengthen the college program, with time schedules for various phases of the plan to indicate the pattern of progress believed feasible.

**89. Report of a Self-Study of Rochester Junior College.** Rochester, Minn., 1959. 101 p.

Intensively surveys the operations of the college, analyzing its strengths and weaknesses. Presents master plan intended to improve various phases of the college program.

**90. Report of Survey Team on Morristown Normal and Industrial College.** Made to the Board of Trustees of the College. Directed by Myron F. Wicke and James S. Thomas, Department of Secondary and Higher Education, the Board of Education of The Methodist Church. Nashville, Tenn., 1957. 17 p.

Briefly surveys the administration, business management, and curriculum of the college, pointing out problems and weaknesses. Recommends means by which the Board of Trustees can solve many of the problems of the college.

**91. Report of the Faculty Self-Evaluation Study of Spring Arbor Junior College.** Submitted to the North Central

Association Commission on Colleges and Universities. Spring Arbor, Mich., 1958. 187 p.

Surveys the various aspects of operation and program, evaluating each and presenting recommendations.

92. Report of the Survey of Eastern Arizona Junior College. Directed by Robert W. Ashe. Thatcher, Ariz., 1958. 250 p.

Presents data pertaining to the educational program, administration and organization, faculty noninstructional employees, student services, finance, and building needs of the college. Throughout makes recommendations to improve these programs.

93. The Report of Trenton Junior College and School of Industrial Arts to the Middle States Association of Colleges and Secondary Schools. Trenton, N.J., 1957. 152 p.

By answering questions posed, examines the operation and programs of the institution.

94. Report on a Self-Survey of Casper College. Submitted to the Commission on Colleges and Universities of the North Central Association of Colleges and Secondary Schools as a partial requirement for accreditation. Casper, Wyo., 1958. 78 p.

Surveys Casper College's present status in faculty, curriculum, instruction, library, student personnel services, administration, finance, and plant, giving for each area the elements of strength and the elements of weakness.

95. Report on Monticello. Prepared for the Board of Trustees by the staff and faculty, under the direction of Dr. Leland L. Medsker, Consultant, and Dr. Russell T. Sharpe, President. Alton, Ill., 1958. 163 p.

Prepared in two volumes, (1) Text and Recommendations, and (2) Charts and Tables. Presents a comprehensive analysis of data concerning Monticello's program and student body to guide the Board of Trustees in making important long-range policy decisions.

96. A Report on the Institutional Self-Evaluation of Bellarmine College. Plattsburgh, N.Y., 1959. 145 p.

Surveys and evaluates Bellarmine College, a private, nonterminal 2-year college, by means of questions and answers. Presents findings.

97. Report to the Commission for Accrediting Junior Colleges. Submitted by Yuba College to the Western College Association. Marysville, Calif., 1959. 45 p.

Surveys and evaluates the various programs offered at Yuba Junior College. Also surveys the administration, instructional staff, and student personnel services.

98. Room Utilization Comparisons, Spring 1957-Spring 1961. Special Faculty Bulletin, 24: 3. Los Angeles, Calif. Los Angeles Harbor College, 1961. 2 p.

Compares the utilization of lecture and laboratory classroom over a 5-year period, using the standards recommended in the "Master Plan for Higher Education," published in 1960 by the State Board of Education.

99. A Self-Evaluation. Prepared by the Junior College of the Packer Collegiate Institute. Brooklyn, N.Y., 1960. 60 p.

By a question and answer method, surveys and evaluates the junior college's operations and programs.

100. Self-Evaluation Analysis by Faculty Committees. Middle Georgia College, Cochran, Ga., 1958. 84 p.

Considers each phase of college operation and program, first rating it and then presenting recommendations for improvement.

101. Self-Evaluation, 1957-59. St. Petersburg Junior College, St. Petersburg, Fla., 1959. 140 p.

Evaluates and surveys the various operations of the college by presenting the objectives sought and the activities offered to achieve these objectives.

102. A Self-Evaluation of Del Mar College, 1958-60. Del Mar College, Corpus Christi, Tex., 1960. 134 p.

A factual survey and evaluation of the operations and programs at Del Mar College.

103. Self-Evaluation Report. Submitted by Dixie College to the Northwest Association of Secondary and Higher Schools. St. George, Utah, 1961. 140 p.

Presents the survey and evaluation of the operation and programs of Dixie College.

**104. Self-Evaluation Report.** Submitted by Wenatchee Valley College to the Northwest Association of Secondary and Higher Schools. Wenatchee, Wash., 1960. 94 p.

Surveys the institution's finance, plant, library, curriculum, staff, administration, and students.

**105. Self-Evaluation Report, I and II.** Submitted by Centralia College to the Northwest Association of Secondary and Higher Schools. Centralia, Wash., 1960. Report I—46 p.; Report II—66 p.

Report I surveys the resources and administration of Centralia College, while Report II deals with each division of the junior college.

**106. Self-Evaluation Report, Part I and Part II.** Submitted by Skagit Valley College to the Northwest Association of Secondary and Higher Schools. Mount Vernon, Wash., 1960. Part I—74 p.; Part II—106 p.

Part I presents factual data on the administration and organization of the college. Part II deals with a detailed analysis of each division.

**107. Self-Evaluation Report, Vol. I and Vol. II,** of Weber College. Prepared for the Higher Commission of the Northwestern Association of Secondary and Higher Schools. Ogden, Utah, 1958. Vol. I—174 p.; Vol. II—268 p.

Presents in Vol. I in detail a survey and evaluation of the organization and administration of the college. Deals with the eight divisions of the college in Vol. II, surveying the programs of each.

**108. Self-Evaluation Study of Palm Beach Junior College, and Supplement.** Reports prepared for the Southern Association of Colleges and Secondary Schools. Lake Worth, Fla., 1960. Study, 357 p.; Supplement, 19 p.

The study reviews factual information concerning the institution's financial resources, organization, educational program, library, faculty, student personnel services, and physical plant. Gives strengths and weaknesses of each and makes recommendations for improvement. The supplement presents the implementation of recommendations

made in the institution's self-evaluation study concerning organization, educational program, general education, library, faculty, student personnel services, and special activities.

**109. A Self-Study of Benton Harbor Community College and Technical Institute.** Submitted to the North Central Association of Colleges and Secondary Schools. Benton Harbor, Mich., 1959. 170 p.

Devotes a chapter to the survey of each area of operation, concluding the chapters with a list of weaknesses and strong points. Presents future plans for new programs and buildings.

**110. Self-Study of Kendall College.** Submitted by Kendall College to the Secretary of the Committee on Higher Education of the North Central Association of Colleges and Secondary Schools. Evanston, Ill., 1960. 149 p.

Reviews history, aims, and philosophy of the college. Surveys student population, curricular objectives, how objectives are achieved, services to students, evidences of success, college resources, and plans for the future, including an educational blueprint and a campus development program expected to begin in 1962.

**111. Self-Study Report.** Prepared by the administration and faculty of The Junior College of the School of the Ozarks. Point Lookout, Mo., 1960. 75 p.

Surveys the areas of faculty, curriculum, instruction, library, student personnel services, administration, finance, and physical plant, presenting strengths and weaknesses of each. Proposes a 15-year master plan for the institution.

**112. Self-Survey of Ferrum Junior College.** Prepared by the faculty of Ferrum Junior College. Ferrum, Va.

Compares the college with each of 15 standards set up to accredit a junior college, rating the institution as to weak and strong points.

**113. Self-Survey of Muscatine Junior College.** A report prepared for the North Central Association of Colleges and Secondary Schools. Muscatine, Iowa, 1960-61. 73 p.

Surveys in detail the entire program and operation of the college. Enumerates the strengths and weaknesses of the administration, curriculum, instruction, faculty, li-

brary, student personnel services, athletics, and physical plant, presenting a 2-year master plan for correcting some of the weaknesses.

114. Self-Survey Report. Prepared by Cazenovia Junior College for the Commission on Institutions of Higher Education, Middle States Association of Colleges and Secondary Schools. Cazenovia, N.Y., 1960. 163 p.

By means of a question-and-answer procedure, surveys and evaluates the operation and program of the institution.

115. Self-Survey Report of Centralia Junior College. By faculty, administration, and Board of Education, Centralia Junior College. Submitted as an application for regional accreditation to the North Central Association of Colleges and Secondary Schools. Centralia, Ill., 1961. 110 p.

Studies the community area, philosophy and purposes, administration, curriculum, faculty, physical facilities, library, finances, athletics, student personnel, and student records. Summarizes strengths and needs in areas studied.

116. Self-Survey Report of Concordia College. Submitted to the Commission on Colleges and Universities of the North Central Association of Colleges and Secondary Schools. Saint Paul, Minn., 1958. 126 p.

Surveys and evaluates the program of the college as a first step in the procedure for applying for membership in a regional accrediting association.

117. A Self-Survey Report of Hannibal-La Grange College. Hannibal, Mo., 1957. 179 p.

Makes a thorough analysis of various areas of operation including faculty, curriculum, instruction, library, student personnel services, administration, finance, and physical plant. Identifies in specific terms the points of strength and weakness and recommends solutions.

118. Self-Survey Report of Hutchinson Junior College, 1958-59. Submitted as an application for accreditation to the North Central Association of Colleges and Secondary Schools. Hutchinson, Kans., 1959. 146 p.

Analyzes and evaluates the program of operation of the college and presents areas

of strength and of needed changes. Also includes as part of the appendix a progress report made by the college after starting to implement the improvements.

119. Self-Survey Report: The Milwaukee Institute of Technology. Submitted to the Commission on Colleges and Universities of the North Central Association of Colleges and Secondary Schools. Milwaukee, Wis., 1958. 153 p.

Presents in three sections (description, evaluation, and future plans) a survey and evaluation of the Institute, including a presentation of its weaknesses and how they can be overcome.

120. The Stephens College Self-Study. A Report by Lewis B. Mayhew to the Faculty, Fall Conference, September, 1960. Columbia, Mo. 10 p.

Explores and evaluates the entire program of the college. Presents outcomes in terms of a reaffirmation of the basic strengths of the college, specific projects underway, proposed improvements, and suggests where solutions to difficult issues might be found.

121. Summary Reports of the Faculty Self-Study Committees. Prepared for the College of San Mateo. San Mateo, Calif., 1957. 140 p.

Examines procedures used in conducting a self-survey. Presents faculty committee reports on various areas of operation with detailed recommendations.

122. Supplement to Report of Self-Study. Prepared by Northwestern Michigan College. Traverse City, Mich., 1960. 38 p.

Rounds out an institutional self-study and describes work undertaken to correct, where possible, deficiencies that the original study brought to light. Documents major developments since the last study.

123. A Synopsis of the Self-Study of the Pensacola Junior College. Prepared by the administration and faculty. Pensacola, Fla., 1960. 13 p.

Objectively surveys the college's curriculum, instruction, administration, student personnel services, and institutional, intercollege, and community relationships, offering recommendations on each.

124. Trenton Junior College Evaluation Report for the Commission on In-

stitutions of Higher Education of the Middle States Association of Colleges and Secondary Schools. Trenton, N.J., 1958. 24 p.

Made by a committee consisting of members of other institutions, the report examines and evaluates the organization and administration, resources, library, and general and special studies program of the in-

stitution, presenting recommendations where necessary.

125. York Junior College Accreditation Report, 1957-58. An institutional self-study. York, Pa., 1958. 170 p.

Surveys the history of the college and its organization and administration, library, finance and facilities, programs, and student personnel services.

## Topical Studies

### Curriculum

#### *General Education*

126. General Education in Community Junior Colleges. Program and Proceedings of the Annual Junior College Conference at Florida State University, Tallahassee, Fla., October 1-2, 1959. 99 p.

Discusses history, role, organization, and administration of general education in the junior college. Specific attention is given to the importance of biology, the humanities, the physical sciences, and social sciences in general education.

127. Report of a Study of General Education Programs in Community Junior Colleges. Prepared by Dr. Max S. Smith, Director, Office of Community Junior College Cooperation, Michigan State University, East Lansing, Mich., 1960. 24 p.

The study is an attempt to reveal characteristics of community junior college academic programs designed to provide a broad, liberal, general education background for terminal students and transfer students.

#### *Organized Occupational Curriculums*

128. Occupational Survey of Orange County. Prepared by the Tri-College Survey Committee for Fullerton Junior College, Orange Coast Junior College, and Santa Ana Junior College. Santa Ana, Calif., 1958. 322 p.

Undertaken to ascertain how the three junior colleges might best aid in meeting community as well as individual needs, the report surveys the occupations of Orange County residents, educational plans and aspirations of parents in the county for themselves and their children, types of employ-

ment available and training required, the adequacy of pre-employment training, and trends in employment.

129. Post-High School Vocational-Technical Education in Wisconsin. A report by the State Board of Vocational and Adult Education. Madison, Wis., 1960. 31 p.

Determines the number of persons enrolled in vocational-technical post-high-school courses as of February 1960, and analyses trends of enrollment growth or change in the areas of instruction offered by these schools.

130. Providing Higher Education for Shift Workers in an Industrial Community. A report by Pensacola Junior College. Pensacola, Fla. 2 p.

Reports on the classes set up to provide higher education to those employees working on swing shifts who felt they could learn more about the technology of their jobs and earn promotions if they could go to college. Presents significant findings and evaluations.

131. Public Vocational-Technical Education in Oregon. Report of a Survey Made for the Oregon State Board of Education by W. R. Fleisher, Marie A. Fleisher, and Robert M. Reese. Columbus, Ohio, 1958. 368 p.

This survey determines needs for various levels and types of vocational-technical education in junior colleges and technical institutes, assesses the present provisions for meeting these needs, and projects the planning needed to meet them better in the future.

132. ROEHL, HARVEY N. A Preparatory Program for the Technical Junior College. A Report Prepared for the Annual

**Meeting of the New York State Association of Deans and Guidance Personnel.** Buffalo, N.Y., 1960. 8 p.

Compares the two approaches of Broome Technical Community College to meet the needs of applicants with unsatisfactory backgrounds by means of preparatory programs. Describes the first method, consisting of three academic quarters of educational essentials and practical skills taught largely at high-school level using high-school textbooks. Reports the greater success of the second method with the approach to subject matter altered by the use of more advanced text materials subject to a very careful interpretation by instructors and with greater emphasis on individual counseling early in the program. Maintains that it is possible to graduate a percentage of inadequately prepared people but that in so doing the dilution of the regular college program must be avoided.

**133. The Scope of Vocational-Technical Education in Wisconsin.** State Board of Vocational and Adult Education, C. L. Greiber, Director. Madison, Wis., 1959. 27 p.

Examines the growth of vocational-technical programs in Wisconsin during 1958-59 and presents standards and evaluations for technical institutes. Concludes that programs preparing technicians must be more adequately assisted.

**134. A Study of Technical Education in California.** Prepared by Roy E. Simpson, Superintendent of Public Instruction. Guidelines for the development and operation of technical education programs in the junior college. Bulletin of the California State Department of Education, 28: 7. Sacramento, Calif., 1959. 122 p.

Studies the requirements of California industry and public service for trained personnel in fields usually classified as technical, and examines the present junior college contribution in training these persons.

**135. Vocational and Technical Education in Illinois: Tomorrow's Challenge.** A report directed by William P. McLure, Director, Bureau of Educational Research and Professor of Education at the University of Illinois. Prepared for the Office of Superintendent of Public Instruction. Urbana, Ill. University of Illinois, 1960. 163 p.

Examines vocational education in the public schools, beginning with the programs in the high schools and extending to the more specialised or technical programs beyond the high schools. Presents a guide and criteria for planning and developing a statewide system of comprehensive-type junior colleges.

**136. What Services Are the Junior Colleges Providing in Two-Year Terminal-Occupational Programs? How Could These Be Expanded Advantageously with More Adequate Financing?** Prepared by J. E. Christensen, President, Northwest Community College. Powell, Wyo., 1958. 21 p.

Presents the vocational-technical programs of the four junior colleges in Wyoming in the light of present status and future needs, pointing up the urgency of expanding the terminal-occupational programs.

#### *Adult Education*

**137. The Community Education Project.** A report prepared by Eugene I. Johnson, Director of an Adult Education Project sponsored by the San Bernardino Valley College. San Bernardino, Calif., 1957. 77 p.

Reports progress and accomplishments of an adult education program for the communities in the San Bernardino Valley conducted through articles published in the newspaper followed by lectures over the radio and small home discussion groups. Evaluates mass-media communications and home discussion groups as ways of conducting adult education courses.

**138. Community Services in Community Junior Colleges.** Program and Proceedings of the Annual Junior College Conference at Florida State University. Tallahassee, Fla. September 29-30, 1960. 48 p.

A conference for sharing the nature of programs, in addition to college credit offerings, through which community junior colleges render services to their communities, and to give attention to the administration and financing of these programs, to provide an effective means of promoting their further development. Challenges the junior colleges to rise to the opportunity afforded by community service programs and points up factors which have deterred the development of such programs. Reports on discussion dealing with administering and financing such programs. Con-

tains reports presented by representatives of junior colleges summarizing their non-credit community service programs.

139. MACGILVRA, DONALD E. A Study of the Community Service Programs of the Public Community Junior Colleges in the State of Washington. Master's thesis, Seattle, Wash. University of Washington, 1959. 4 p.

Investigates and reports how the business administration departments of the public colleges of Washington have been of service to their communities. Answers questions concerning adult education, surveys of the community, guidance work, and terminal curriculums.

140. A Survey of the Students Enrolled in the Adult Education Program in Modesto. Prepared by Modesto Junior College. Modesto, Calif., 1959. 63 p.

Surveys the adult education program at Modesto in order to ascertain whether it is meeting the needs of the citizens of the community. Recommends revisions in and additions to the program.

### *Educational Television*

141. ERICKSON, CLIFFORD G. and CHAUSOW, HYMEN M. The Chicago City Junior College Experiment in Offering College Courses for Credit Via Open Circuit Television. A report of the second year of a 3-year project. Chicago. Chicago City Junior College, 1959. 19 p.

Surveys the results of the second year of a TV experiment, covering the areas of enrollment, retention of credit students, and comparisons of student achievement. Proposes an experimental design for the third year of the project.

142. Chicago's TV College. Final Report of a Three-Year Experiment of the Chicago City Junior College in Offering College Courses for Credit Via Open Circuit Television, by Clifford G. Erickson, Dean of Television Instruction, and Hymen M. Chausow, Research Coordinator. Chicago, 1960. 98 p.

Describes the day-to-day operation of a complex TV college experiment, including its administrative and instructional aspects, statistics on enrollment, retention, and costs. Presents new conclusions derived from this project and recommends lines of future experimentation and research.

143. An Experiment in Instructional TV in the Los Angeles Junior Colleges. Los Angeles, Calif. Los Angeles City School Districts, 1959. 82 p.

Reviews the history of this TV experiment, its purposes and objectives. States conclusions and recommendations and describes the low cost, yet effective, installation used in two Los Angeles junior colleges.

144. An Evaluation of Closed-Circuit Instructional Television in Los Angeles City College and Los Angeles Valley College. Prepared under the supervision of the Evaluating and Research Section of the Office of the Superintendent of the Los Angeles City School Districts. Los Angeles, Calif., 1959. 26 p.

Analyses enrollments, attrition, and achievement in instructional television courses. Reports student acceptance of this mode of instruction and attitudes of TV instructors.

### *Other*

145. BOUEY, SISTER MARY CHRISTINA. Characteristics of a Special Junior College for Offering a Preservice Educational Program in Nursing Leading to an Associate Degree. Dissertation Submitted as Partial Fulfillment for the Degree of Master of Science in Nursing at the Catholic University of America. Washington, D.C., 1961. 97 p.

Identifies, for program planning purposes, general characteristics of a special junior college offering a preservice program in nursing. Recommends similar studies in other health occupations, such as medical technologist, and the development of characteristics and criteria to guide in the establishment of a multipurpose junior college offering programs in the health fields.

146. The College Credit Program for Selected High School Seniors at Fresno City College. A study made by John S. Hansen, Vice President of Fresno City College. Fresno City, Calif., 1960. 5 p.

Reports for the academic year 1959-60 and for the fall of 1960-61 the outcomes of the college credit program for selected high school seniors at Fresno City College.

147. HENDRIX, O. R. The Need for Non-Degree Programs at the University of Wyoming. A report prepared for the

Committee to Study the Post-High School Educational Needs of the State of Wyoming and for the Committee to Study the Adviser System of the University of Wyoming. Laramie, Wyo., 1957. 23 p.

Studies the number of low-ability students and methods for identifying them prior to enrollment at the university in order to ascertain whether there are sufficient low-ability students entering the university to justify providing special curriculums for them. Recommends that nondegree curriculums suitable to their needs be established under a special administrative unit of the university.

148. HENRY, WILLIAM M. An Agricultural Program for Casper College. An unpublished master's thesis. Fort Collins, Colo. Colorado State University, 1958. 87 p.

Examines the types of programs in agriculture needed at Casper College for the period 1958-68, dividing the problem into five phases: nature and function of a junior college; main sources from which agricultural students are enrolled; future plans of high school vocational agricultural seniors; interests and needs of these seniors; and recommendations as to types of agricultural programs to be offered.

149. The Present Status of Modern Foreign Language Instruction in the Public Junior Colleges of California. A Survey by the Bureau of Junior College Education, Emil O. Toews, Consultant, California State Department of Education. Sacramento, Calif., 1960. 26 p.

Tabulates the responses from 62 public junior colleges as to the foreign languages taught and the enrollment in each, the texts used, the number of full- and part-time instructors, the extent of use of electromechanical aids in foreign language instruction, and special opportunities for professional improvement desired by instructors.

150. Proceedings: Conference on Articulation for Freshman and Sophomore Mathematics, Chemistry, Physics and Engineering Graphics. Gainesville, Fla. University of Florida, 1961. 25 p.

A conference to interchange information on what is being done in the State universities in freshman- and sophomore-level course work in mathematics, chemistry, physics, and engineering graphics, and on what is expected of a student transferring from

a junior college to a State university in one of the programs; to establish communication in these areas between the junior college and the senior colleges; and to explore ideas for raising the quality of programs in institutions of higher learning.

151. UCLA Major Curricula Requirements Offered in Los Angeles City Junior Colleges. Study conducted by William N. Kepley, Jr. Los Angeles, Calif., 1960. 53 p.

Shows the lower division courses which are required preparation for majors and curriculums offered at UCLA, along with the equivalent courses offered in the Los Angeles City Junior Colleges. Includes a section on new and discontinued programs at UCLA.

## Instruction

152. CAHN, MEYER M. Problems of Music Appreciation Teaching as Perceived by Students and Teachers in Northern California Colleges and Junior Colleges. Stanford, Calif. Stanford University, 1960. 6 p.

Examines music appreciation teaching behavior at six 4-year and six 2-year colleges, and determines and defines major teaching problems as perceived by college students and instructors.

153. Effective Teaching. Proceedings of a series of conferences conducted on local campuses, in regional meetings, and through a statewide gathering of the faculties of the community colleges and technical institutes of the State University of New York, 1958-59. 228 p.

Presents speeches on effective teaching in 2-year colleges, the teacher's contribution, and methods of improving instruction. Offers a sampling of questionnaires used by community colleges in the State to evaluate instruction.

154. HINTON, GLEN. The Language Laboratory as an Aid to Language Instruction in the Junior College. Tallahassee, Fla. Florida State University, 1961. 25 p.

Cites the need for foreign language study. Reviews methods of teaching language, the role of the junior college in language training, the language laboratory and its role in foreign language training, and electronic classroom procedures. Discusses financial aspects and uses of the language laboratory.

**155. KELSEY, ROGER R.** A Study of Beginning Teachers in 1957, Comparing the Students Who Started on the Basis of a 60-Hour Provisional Certificate with Those Who Started on the Basis of a Full Degree Training Program. Emporia, Kans. Kansas State Teachers College of Emporia, 1958. 16 p.

Surveys the quality of the work of those teachers having less than a full degree, primarily transferring to Emporia Kansas State Teachers College from junior colleges or unaccredited 4-year colleges. Compares these data with similar data obtained for teachers certified on the basis of a full degree.

**156. New Frontiers in Learning.** Report of a conference sponsored by Stephen's College and the Educational Facilities Laboratory. Columbia, Mo., 1959. 38 p.

Examines the emerging needs of higher education in view of technological and social change and attempts to discover what resources are presently available to help meet these needs. Determines which of the technical teaching aids being produced colleges can actually afford and which teachers can realistically use.

### Faculty and Staff

**157. Basic Salary Schedules for Certified Personnel in California Public Junior Colleges for the School Year 1958-59.** Prepared by the Yuba College Salary Committee, Robert Mognis, Chairman. Marysville, Calif., 1958. 60 p.

Presents salary schedules for 55 public California junior colleges, giving maximum and minimum salaries for classifications according to degrees, as well as the number of steps in each classification and the amount of the increments.

**158. Faculty Personnel for the 2-Year Colleges.** Proceedings of A Regional Conference sponsored by the New England Board of Higher Education, edited by John W. Gustad, Tufts University. Winchester, Mass., 1960. 54 p.

Discusses the particular faculty personnel needs of various types of 2-year colleges and the qualifications necessary to make the most effective teacher. Summarizes discussions on the identification and preparation of junior college teachers.

**159. KINTZER, FREDERICK C.** Faculty Handbooks in California Public Junior Colleges. Los Angeles, Calif. University of California, 1961. 25 p.

Designed for use by junior college administrators and those responsible for the development of faculty handbooks. Analyses informatively the faculty handbooks of 51 California junior colleges.

**160. A Report of an Experimental Study of Part-Time College Faculty.** Directed by D. B. Gowin and financed by a grant from the Fund for the Advancement of Education of the Ford Foundation. Bridgeport, Conn. University of Bridgeport, 1957-58. 214 p.

Studies the availability of qualified personnel to serve as part-time faculty members and the effectiveness of a specifically designed preservice preparation program with an experimental group of newly recruited part-time teachers.

**161. A Report on Institutional Capacities and Area Needs, Section V.** Prepared for the Master Plan Survey Team and the Liaison Committee of The Regents of the University of California and the State Board of Education by the Technical Committee on Institutional Capacities and Area Needs. Berkeley and Sacramento, Calif., 1959. 53 p.

Studies actual and projected faculty supply and demand in California, 1959-75, and makes recommendations. Considers estimated number of new staff members needed by 1975 for all types of higher education; the characteristics of faculty as related to training and experience; the probable supply nationally and from California; oversupply, balance, or under-supply in subject-matter fields at present; and the possibilities of meeting demands until 1975. Indicates interest among California colleges and universities in preparing more and better trained teachers for junior colleges.

**162. Salaries Paid and Salary Practices in Universities, Colleges, and Junior Colleges, 1959-60.** Fourth Biennial Study by the Research Division of the National Education Association. Washington, D.C., 1960. 54 p.

Chapter VIII is devoted to salaries paid in both public and non-public junior colleges for the academic year 1959-60, as well as for the summer session. Overall medians and trends, summer employment opportuni-

ties, and part-time teaching are other subjects dealt with in this chapter.

**163. Salary Survey.** Prepared by W. M. Douglass for the Oregon Technical Institute, Klamath Falls, Oreg., 1958. 6 p.

Presents salary information based on a study encompassing 83 representative technical institutes throughout the Nation, all junior colleges in Washington State, the colleges of education in Oregon, and all junior colleges in California. In addition, compares the going rates of wages paid journeymen and shop foremen or technicians in the industrial field, with those paid instructors at the Institute.

**164. A Survey of Requirements for Junior College Teacher Preparation.** Prepared by Daniel C. McNaughton, Head of the Department of Secondary Education, and members of the junior college class, Long Beach State College, Long Beach, Calif., 1961. 14 p.

Designed to provide at least partial answers to questions which seem to be uppermost in the minds of students who are considering junior college teaching, graduate students, and experienced teachers, concerning the opportunities for, credentials, and preparation of junior college teachers.

**165. Teacher Load for Fall Semesters 1958, 1959, and 1960.** A research report by S. W. Bingham, Office of Research, El Camino College, El Camino, Calif., 1960. 7 p.

Determines to what extent the goal of reducing the average teacher load to an equivalency of 16 lecture hours per week per teacher has been met. Includes only full-time teachers whose entire load was in class instruction.

**166. Teachers for the Community Junior Colleges of Florida.** Program and Proceedings of the Sixth Annual Junior College Conference at Florida State University, Tallahassee, Fla. November 22-23, 1957. 40 p.

A conference to explore the problems involved in providing the needed 100 qualified community college teachers anticipated each year for the next 10 years in Florida. Contains papers presented at the conference dealing with the qualifications of the good junior college teacher, recruitment, pre-service training of the junior college teacher in both the academic and technical areas, in-service training, and the librarian as teacher.

**167. Teacher Supply and Demand in Universities, Colleges, and Junior Colleges, 1957-58 and 1958-59.** A study conducted by the Research Division, National Education Association, with financial assistance from the Fund for the Advancement of Education, Washington, D.C., 1959. 86 p.

Section 2 is devoted to the effort to staff junior colleges. Presents such topics as qualifications of new full-time teachers employed in junior colleges, distribution among teaching fields, sex, sources from which they come, unfilled positions, and inservice upgrading.

## Student Services

### Student Characteristics

**168. 1958 Pilot Study.** Prepared by Ashley Stevens for the Evaluation Committee of Diablo Valley College, Concord, Calif., 1960. 40 p.

Studies a representative group of 217 entering students at Diablo Valley College and relates this experience to their high school backgrounds and post-Diablo Valley College activities, surveying characteristics relative to academic interest, achievement, vocational choices, and educational plans.

**169. Report of Characteristics of 1,554 Day Students Attending Los Angeles Harbor College.** Special Faculty Bulletin, 24:49. Los Angeles, Calif., 1961. 17 p.

Reports on a variety of characteristics of students of 1960 and 1961, including age, sex, veteran and citizenship status, high schools attended, semester class, units in study load, and college majors.

**170. Student Employment and Earnings While Attending Bismarck Junior College from September 1956 to May 1957.** Bismarck, N. Dak., 1957. 5 p.

Presents findings of a questionnaire answered by 306 Bismarck Junior College students on their employment and earnings while they were attending the college. Gives answers to questions about employment problems of students in relationship to financial needs, and the time element involved in the scheduling of morning and afternoon classes.

**171. Study of Average Grades at End of First College Semester and Their Re-**

lation to Probationary Admission. Cicero, Ill. Morton Junior College, 1957. 6 p.

Studies the average grades earned by 811 students entering the college, compared to high school grades, to ascertain whether the criteria for probationary admission are sufficiently selective.

### *Testing and Orientation*

172. BARNER, MAX and BEIGHLEY, K. C. An analysis of the Cooperative English Test as a Predictor of Success in English 1A71 and English 1A71 at Stockton College. Stockton, Calif., 1960. 20 p.

Recommends that only scores on mechanics part of the test be used in selecting students for the college transfer course, since scores on other sections appear to have little or no value in predicting probable achievement.

173. San Angelo College Freshman Orientation Program. San Angelo, Tex., 1957. 15 p.

Studies the problems college freshmen face and the techniques worthy of use in the area of orientation in order to increase the effectiveness of the whole counseling and guidance program.

174. TALLE, DONALD J. Identification of Troublesome Problems Affecting St. Petersburg Junior College Students, with Implications for Guidance Program Improvements. St. Petersburg, Fla. St. Petersburg Junior College, 1957. 71 p.

Surveys the opinions of certain students and recent alumni to find what problem areas were felt to be a responsibility of the college with regard to helping students who need and want help in dealing with their problems; also surveys the opinions of faculty members to discover their opinions about college guidance responsibility.

### *Followup, Transfer*

175. Academic Achievement of Harbor College Transfer Students to the University of California. Special Faculty Bulletin, 24: 10. Los Angeles, Calif., 1961. 5 p.

Presents a statistical report comparing the academic achievement of all junior college transfers to the University of California in the first semester after transfer, 1959-60, and that of Los Angeles Harbor College

transfers, with scholastic achievement computed according to a specific grade-point plan. Also includes a summary of grade differential reports of all junior colleges and of Harbor from 1954 to 1960, as well as the grade report by subject.

176. The Academic Performance of Florida Junior College Transfer Students in Florida Degree-granting Institutions, Fall Term, 1959. Prepared under the direction of Thomas C. Dula, Assistant Director of Research in the Office of the Board of Control. Tallahassee, Fla., 1960. 39 p.

From data received from 21 public and private junior colleges in Florida and 12 public and private degree-granting institutions, presents tables comparing the academic performance of students having completed 12 or more semester hours of work in the junior college and at least 12 semester hours of work in the degree-granting institutions to which they transferred, with other students in their classes.

177. The Bradford Graduate and College Transfer. Report of a survey of Bradford graduates in senior colleges and specialized schools, 1949-58. *Bradford Junior College Bulletin*, 27: 2. Bradford, Mass., 1959. 15 p.

Surveys the number of graduates who continued their education after graduation from Bradford and the types of institutions they attended.

178. The Bradford Graduate and College Transfer, Part II. Report of a survey of graduates transferring to senior colleges from the Bradford classes of 1948-57. *Bradford Junior College Bulletin*, 27: 6. Bradford, Mass., 1959. 15 p.

Surveys the academic success of the graduates of the 1948 through 1957 classes of Bradford at senior institutions to which they transferred. Reports on them 2 years after their Bradford graduation.

179. Follow-up of Transfer Students to the University of California, Berkeley. Reported by Wayne A. Hayden, East Contra Costa Junior College (now known as Diablo Junior College). Concord, Calif., 1958. 8 p.

Reports on 17 students who transferred to the University of California, Berkeley. Includes adjustment and evaluation of credits, academic preparation, and academic achievement at the university.

**180. Follow-up Study of Graduates of the Six Most Recently Established Public Community Colleges in Maryland.** A study by Harold D. Reese, Supervisor of Teacher and Higher Education, Maryland State Department of Education. Baltimore, Md., 1961. 4 p.

Studies the progress of 58 graduates of Harford, Frederick, Essex, Catonsville, Prince George's, and Charles in 1959 and 1960. Reports those who were accepted at 4-year colleges and tabulates the institutions entered, the credits transferred, and bachelor's degrees received.

**181. PRENTICE, JOHN T. A Study of 158 Students Transferring from Nine Women's Junior Colleges to The University of Michigan from 1950 to 1958.** Ann Arbor, Mich. The University of Michigan, 14 p.

A study to determine the degree of success achieved at the University of Michigan by transfer students from nine women's junior colleges and to draw conclusions for purposes of future admissions policy. Used credit evaluation sheet and records of the University. Findings: generally, transfer students carried programs at the university successfully, with somewhat better performance by non-Michigan residents, whose entrance requirement is higher, and also by students transferring at the junior level. Suggests cooperation between junior college and university to facilitate adjustment to transfer, and recommends further study.

**182. SCHMIDT, JOHN L. A Study of Selected Factors Related to the Academic Achievements of a Group of Junior-College Low Achievers Transferring to San Diego State.** San Diego, Calif. San Diego State College, 1958. 19 p.

Investigates the characteristics and academic progress of students identified as low achievers who transferred from San Diego Junior College in the fall of 1956. Provides information basic to answering the question of whether there is a need for adjustment in the present admissions policy as set forth in the California Administration Code.

**183. STECKLEIN, JOHN E. Achievement of 1957-58 Minnesota Junior College Transfers to the University of Minnesota During the First Year After Transfer.** A study conducted by the Bureau of Institutional Research in cooperation with the Senate Committee on

Institutional Relationships. Minneapolis, Minn., 1959. 6 p.

Reports the results of analyses of records of junior college transfer students who enrolled in the University during the 1957-58 year. Restricted to the study of the success of transfer students during their first year at the university.

**184. ——. Two-Year Achievement of 1956-57 Minnesota Junior College Transfers at the University of Minnesota.** A study conducted by the Bureau of Institutional Research in cooperation with the Senate Committee on Institutional Relationships. Minneapolis, Minn., 1959. 12 p.

Considering the 2-year records of 1956 transfer students, studies their distribution among various colleges at the university, number of credits transferred to and taken at the university, honor point ratios, number earning baccalaureate degrees within 2 years of their transfer, and number graduating with honors.

**185. A Study of Florida Junior College Transfer Students in the Florida State University, Fall Semester, 1958-59.** Prepared by the Office of Institutional Research and Service, Florida State University. Tallahassee, Fla., 1959. 15 p.

Fourth in a series of such annual studies analyzes the academic performance of Florida junior college transfer students enrolled in the Florida State University. Includes however, only work taken by junior college transfer students in residence in the university during the fall semester, 1958-59.

**186. A Study of Transfer Students at Barnard College.** A report covering the period 1950-55. New York. Barnard College, 1958. 12 p.

Campares general academic averages and academic distinction attained by transfer students at their former colleges with their averages and academic distinction at Barnard in order to ascertain whether such students contribute to the caliber of education at the college, or if they are in too many cases a liability.

**187. Tables of Descriptive Data on College Transfer Students Who Entered Fresno State College in the Fall of 1958.** Prepared by Melvin Angell. Fresno, Calif., 1959. 6 p.

Presents data on psychometric performance and scholastic performance of students who

entered Fresno State College from junior colleges and other colleges and universities. Information obtained through ACE psychological examinations, cooperative English achievement tests, and records on grade-point averages.

188. VAN LARE, STANLEY E. Report on Follow-up of Alpena Community College Graduates, Classes of 1954, 1955, 1956 (Full-time Transfer Students). Alpena, Mich., 1957. 2 p.

Considers only those students transferring as full-time students to 4-year colleges and universities. Provides data on institutions entered, problems encountered, and adequacy of counseling at Alpena Community College.

#### *Followup—General and Other*

189. An analysis of the 1960 Graduating Class at Pueblo College. A study by Jack Beasire, Associate Director of Student Personnel Services, Pueblo College. Pueblo, Colo., 1960. 5 p.

Compares the class standing of the 268 graduates with their high school class standing to determine what relationship exists between the two. Reports differences in this relationship between academic students and vocational-technical students.

190. DAUGHTRY, ALEX A. and HAWK, RICHARD C. A Report on the Post-Graduation Activities of the 1956 Kansas High School Graduates, and A Report on the Post-Graduation Activities of the 1957 Kansas High School Graduates. Emporia, Kans. Kansas State Teachers College, 1957 and 1958. 1957 Report, 56 p. 1958 Report, 24 p.

Provides information concerning the post-graduation activities of high school graduates—employment, continuation of education, marriage, etc. Compares data for each year with that obtained from the previous year.

191. Employer Evaluation of 1,000 Placements. Placement Bureau, Pasadena City College. Pasadena, Calif., 1961. 64 p.

Reports on 1,000 graduates and dropouts who obtained employment after leaving school. Relates job categories, job-holding ability, promotional possibilities, and strengths and weaknesses to sex and type of curriculum pursued.

192. Follow-up Study . . . Class of 1958. A report prepared for Stockton

College by Leon G. Bush, a member of the faculty. Stockton, Calif., 1960. 51 p.

Shows what happened to the class of 1958, analyzing what happened to the dropout group compared to the total class in order to determine whether there was any significant difference in relation to educational objectives, origin, age, sex, and the outcome of the psychological examination.

193. A Follow-up Study of Casper College Graduates, Spring 1957 and 1958, by Robert E. Lahti, Student Personnel Office, Casper College. Casper, Wyo., 1959. 40 p.

Evaluates the academic offerings and general administration of the transfer student program.

194. Health Services in Junior Colleges. A Survey conducted by Charles E. Rollins, York Junior College. York, Pa., 1959. 2 p.

Analyses the health services of 8 junior colleges and compares the results with York Junior College. Deals with such subjects as school physicians, nurses, infirmary services, inoculations, and additional community health services available to the students.

195. HUNT, NILE F. Follow-up Survey of 1957 High School Graduates in North Carolina. Raleigh, N.C. State Department of Public Instruction, 1958. 15 p.

Presents data as to number and percentage of graduates enrolled in 4-year colleges, enrolled in 2-year colleges, entering trade or business schools, and entering military service. Finds a slight decline in number entering college in 1957.

196. ——. Follow-up Survey of 1958 High School Graduates in North Carolina. Raleigh, N.C. State Department of Public Instruction, 1959. 15 p.

Presents data similar to 1957 report. Finds an increase of graduates entering college in 1958.

197. Kentucky High School Graduates Who Went to College, 1957. Prepared by the Kentucky Council on Public Higher Education. Frankfort, Ky., 1958. 10 p.

Deals with the 1957 Kentucky high school graduates who attended college, comparing the data with that obtained for 1956 graduates.

198. LEE, DOROTHY. An Occupational Follow-up Study of Students Who Were

Graduated from the Secretarial Science Department of Boise Junior College. Designed to Evaluate the Effectiveness of the Department. Unpublished master's thesis. Caldwell, Id. College of Idaho, 1958. 71 p.

Investigates to what extent the secretarial science department of Boise Junior College has been training its 2-year terminal students to fit employer needs.

199. Report on 1958 Graduates. New London, N.H. Colby Junior College, 1958. 11 p.

Based on questionnaire returns, surveys the number of graduates employed, continuing their education, and married. Studies the kinds of organizations employing 1958 graduates, salaries, and types of positions held; also lists major fields of graduates continuing their education.

200. STEVENS, ASHLEY. Report on 1955 Graduate Evaluation Opinionnaire. Data compiled by Evaluation Committee of East Contra Costa Junior College (now known as Diablo Junior College). Concord, Calif., 1957. 9 p.

Reports attitudes of graduates toward various aspects of the program of the college. Employs an opinionnaire to obtain data from graduates.

201. Survey of Student Personnel Services in Michigan Community Colleges. Survey made by Dr. Max S. Smith, Director, Office of Community Junior College Cooperation, Michigan State University, East Lansing, Mich., 1960. 61 p.

Questionnaire survey of all Michigan Community Junior Colleges. Administrative organizations, personnel, testing and guidance activities, orientation, and student activity programs are considered.

## Administration

### General

202. BOYNTON, EDWIN C. Administrative Staffing Needs of Public Junior Colleges. Durant, Okla. Southeastern State College, 1959. 9 p.

Surveys percentage of enrollment increases anticipated for 1960-70, administrative staff data, and costs of administration in public junior colleges. Based on returns from inquiries sent to 188 accredited public junior

colleges throughout the United States and personal reflections of 20 men of note in the junior college field.

203. CLARKE, WILLIAM H., and KELLOGG, RALPH E. Development of Job Descriptions for Junior College Administrators. A work-study guide prepared for Dr. Howard Campion, Dr. B. Lamar Johnson, and Dr. Frederick Kintner. San Diego, Calif., 1961. 31 p.

Introduces a study guide for the development of job descriptions for junior college administrators based on descriptions sent in upon request from 22 junior colleges in California. Examines administrative positions common to most organizational structures including superintendent, president; vice-president, president, or director; deans of student personnel services, of instruction, and of evening and adult classes; and business manager, and delineates the duties of each.

### Finances

204. Administrative Salary Study. Prepared by S. W. Bingham, Office of Research. El Camino, Calif. El Camino College, 1961. 61 p.

Examines administrative salaries in 20 junior colleges in California. Attempts to determine administrative salary structure and the extent to which administrative responsibility is recognized and compensated and compares El Camino with the other junior colleges.

205. Annual Giving and Alumni Support, 1959-60. Washington, D.C. American Alumni Council. 68 p.

Contains a section on 24 junior colleges reporting to the survey. Reports the dollar amount of support received by these junior colleges from alumni, nonalumni parents and corporations. Shows the number of donors in the various categories as well as the average amount received from each.

206. The Bradford Conference on Financing the Women's Two-Year College. Sponsored by Bradford Junior College with the cooperation of the Council for Financial Aid to Education. Bradford, Mass., 1961. 56 p.

Consists primarily of the principal conference talks, including the following topics: educational planning and campus development, problems and patterns in organization for financial development, role of tra-

men and top volunteer groups, and the role of the 2-year college in achieving new goals for women in higher education.

207. California's Ability to Finance Higher Education, 1960-75. Prepared by the Technical Committee on California's Ability to Finance Higher Education for the Liaison Committee of the Regents of the University of California and the State Board of Education and for the Master Plan Survey Team. Sacramento, Calif. California State Department of Education, 1961. 75 p.

Deals with projections of estimated revenues to the General Fund of the State, projections of estimated expenditures for other claimants on the General Fund besides public higher education, and some measures of the relative fiscal effort of various States in their financial support of public higher education.

208. Financial Data and Present and Projected Enrollment at Northwest Community College. Prepared by J. H. Christensen, Director, for the Board of Trustees of Northwest Community College. Powell, Wyo., 1958. 16 p.

Presents factual and statistical data on such areas as income and expenditures, student costs, enrollments, and salaries, as well as a projected enrollment for 18 towns in the Big Horn Basin. Prepared particularly for use by anyone conducting studies of junior colleges in Wyoming.

209. TOLL, GEORGE B. Background Research for a Manual of Policies and Procedures for Use of Junior College Governing Boards, Educational Foundations and Trusteeships in the Administration of Contributions, Devises and Bequests for Educational Uses. Department of Education, University of California at Los Angeles. Los Angeles, Calif., 1961. 23 p.

Contains information on giving through the junior college governing board, estate management, and educational foundations; powers of the non-profit corporation; and supervision of charitable corporations and tax exemption provisions.

#### *Planning Campuses and Facilities*

210. ALEY, TILGHAM H. and WURSEN, HORACE J. Mesa College Campus Planning Report. This report is an analysis

of the planning survey conducted by Caudill, Rowlett, and Scott. Grand Junction, Colo. 3 p.

The planning report, which will be used as the blueprint for Mesa College development and expansion, includes a detailed evaluation of the college facilities and concludes that the entire plant must be designed for long life and flexibility. The report divides the campus activities into three types—academic, student activities, and housing.

211. Capital Outlay for Higher Education. A Study of Current Plant Utilization and a Ten-Year Projection of Plant Requirements for the Public Junior and Senior Colleges and Universities in Colorado. Prepared for the Legislative Committee on Education Beyond the High School by Alfred W. Baxter, Jr., College and University Planning Consultant. Berkeley, Calif., 1960. 54 p.

Studies the physical plant needs of publicly supported institutions in Colorado, including 6 district-supported and 1 State-supported junior college, in the light of current physical resources in buildings and lands, to what extent these facilities are being utilized, and what additional facilities will be needed over the next 10 years.

212. A Case Study in Faculty Planning: Planning Educational Specifications for the College Heights Campus of the College of San Mateo. A report for the fall 1968 conference of the California Junior College Association. San Mateo, Calif., 1968. 26 p.

Reports on procedures for faculty committees on campus planning for the college. Presents criticisms of the master plan and tentative solutions.

213. Dearborn Plans the New Henry Ford Community College Campus. The Educational Specifications. Dearborn, Mich., 1969. 228 p.

Presents in detail both factual data and diagrams of the specifications of each division of the college, along with a brief description of the overall educational plan.

214. Educational Specifications for the College Heights Campus of the College of San Mateo. Directed by William Goss, Director of Research. San Mateo, Calif. San Mateo Junior College District, 1968. 182 p.

Studies in detail each building to be erected on the campus, including costs, financing, and space allotments. Presents information on the needs, educational program, and organization of the college and district, as well as a master plan for facilities to 1982.

**215. Master Plan for Facilities and Services: 1957-82.** San Mateo, Calif. San Mateo Junior College District. 62 p.

Reviews the development of the College of San Mateo and outlines its role for the next 25 years with regard to enrollment, finance, and physical facility planning. Also presents digested selections from professional literature on criteria for site selection.

**216. Master-Planning Florida's Community Junior Colleges.** Tallahassee, Fla. Florida State Department of Education, 1959. 56 p.

Stresses the importance of careful and flexible junior college campus planning. Lists factors to be presented in planning a junior college campus, pointing out the broad scope and complex inter-relationships involved. Gives 11 examples of public junior college campus master plans, along with outstanding features of each.

**217. Nearing the Breakthrough. Report on a survey of plant needs in the decade 1957-67.** New York. Council for Financial Aid to Education, 1959. 15 p.

Surveys present building needs and projected plant needs and costs of 885 higher education institutions, including 192 junior colleges. Underscores the degree to which these institutions, particularly privately supported ones, will have to depend upon voluntary support in the next 10 years.

**218. Report on School Building and Site Problems, Community High School District No. 303, Tazewell County.** Compiled by Illinois School Consulting Service. Monticello, Ill., 1960. 70 p.

Surveys the building needs of the district, with a view toward future enrollments and present facilities and reports the results of university interviews and visits to other schools in the search for the best solution. Presents general preliminary data on the possibilities of developing a community junior college and suggests a sound study of the problem. Makes recommendations for immediate action and for short- and long-range programs.

### *Advanced Planning*

**219. Community Colleges for Oregon.** A plan for the 60's presented by the Department of Education. Salem, Oreg., 1961. 13 p.

Presents a plan for the orderly development of community colleges and education centers with a broad concept of program and function on a statewide basis during the next decade. Recommends that priority be established on the basis of such considerations as potential enrollment, evidence of local support and growth potential, and the extent of present programs that might become a part of such a school. Offers a basis for determining potential enrollment and a long-range design for providing buildings.

**220. EMCH, ARNOLD F. Long-Range Planning for Colleges and Universities.** Report of a study conducted by the Institutional Management Division of Booz, Allen & Hamilton. Chicago, 1958. 16 p.

Makes a synthesis of the best planning practices currently used by business, industry, and institutions, and combines these, along with new concepts, into a comprehensive and practical planning guide for colleges and universities.

**221. Long-Range Planning for the Development of Education Beyond the High School in the State of Wisconsin.** A preliminary draft prepared by the Joint Staff Coordinating Committee for Higher Education. Madison, Wis., 1958. 83 p.

Studies Wisconsin's present programs in higher education; background factors in long-range planning; and areas of concern, including 2-year colleges and technical institutes. Presents the general principles adopted to guide the Coordinating Committee for Higher Education in its long-range planning.

**222. Planning Community Colleges.** A handbook of information and suggestions. Compiled by Dr. Max S. Smith, Director, Office of Community Junior College Cooperation, Michigan State University, East Lansing, Mich., 1960. 160 p.

Handbook contains information relative to community junior college needs, purposes, functions and advantages. Statistical data on community junior colleges. Suggestions for organizing a community college study, planning, financing, and legal aspects.

## Library

**223. Basic Materials for Florida Junior College Libraries.** Division of Community Junior Colleges, State Department of Education (Thomas D. Bailey, Superintendent), in cooperation with Library School, Florida State University, Tallahassee, Fla., 1961.

A series of bulletins containing various listings of basic materials for Florida junior college libraries. Designed to provide convenient, up-to-date materials lists for Florida's rapidly developing junior college libraries. Bulletins now available on "Reference Books," "Magazines," and "Books: Science."

**224. PRAULINS, RITA V. Vocational Guidance Material Holdings and Use of Minnesota and California Junior College Libraries.** Master's paper, Minneapolis, Minn: University of Minnesota, 1958. 62 p.

Defines the role of the junior college library in the vocational guidance program of the school, by data gathered through letters and questionnaires sent to libraries in 8 Minnesota and 41 California junior colleges.

**225. WALLACE, JAMES O. San Antonio College Library.** A report for 1950-60 by the Librarian of San Antonio College, San Antonio, Tex., 1960. 10 p.

Surveys the effect of college growth on library services from 1950 to 1960 at San Antonio College and provides information needed in developing a library building program and making possible continued effective library service during the next decade. Shows changes produced in library services, collections, and costs as enrollment and curricular offerings have expanded.

## Relationships and Interinstitutional Cooperation

**226. The Annual Conference on Higher Education in Michigan, 1957: Addresses and Program.** University of Michigan official publication. Ann Arbor, Mich., 1957. 55 p.

Presents addresses from a conference planned around the theme, "The Community College and Its Relations with Four-Year Institutions." Discusses academic performance of transfer students, new approaches to col-

lege-university relationships, and designing effective courses in community colleges.

**227. Background and Program of the Harrisburg Area College Center.** Prepared by A. C. Baugher, President, Elizabethtown College, Elizabethtown, Pa., 1958. 7 p.

Describes the interinstitutional cooperative plan followed by four colleges and universities in Pennsylvania to provide education beyond the high school for the Harrisburg population. The resulting Harrisburg Area College Center offers instruction particularly on the first- and second-year levels.

**228. Interinstitutional Cooperation Among Colleges and Universities In Illinois.** A report to the Illinois Commission of Higher Education by the Committee on Interinstitutional Cooperation. Special Report No. 1. Illinois, 1960. 32 p.

Explores the extent to which cooperative efforts are in operation as reported by the presidents of 59 degree-granting institutions. Points out junior college cooperation with local schools of nursing and with colleges and universities. Emphasizes an experimental educational television program providing junior college credit. Recommends further interinstitutional cooperation in such areas as faculty resources, extension classes, admission and scholarship testing, free exchange of operational information and plans, financial appeals, and the development of additional tax-supported institutions.

**229. MCKENNA, DAVID L. Toward a Theory of Interpersonal Relationships in the Administration of Higher Education.** Spring Arbor, Mich. Spring Arbor Junior College. 6 p.

Provides the framework for a theory of interpersonal relationships in the administration of higher education and identifies some characteristics which administrators may use to determine the quality of their relationships with their staff.

**230. 2 + 2 = ? Proceedings of the Conference on Two-Year and Four-Year College Relationships in the State of New York.** Edited by Kenneth T. Doran for the State Education Department. Albany, N.Y., 1957. 55 p.

Describes the present scope and problems of future development of 2-year colleges in New York. Maps out guidelines for the orderly planning for the future of 2-year and 4-year colleges in order to insure the optimum relationships between them.

**Unclassified**

231. A Bibliography Relating to Selected Problems in Community Junior College Education. Prepared by Dr. Max S. Smith, director, Office of Community Junior College Cooperation, Michigan State University. East Lansing, Mich., 1961. 26 p.

Extensive listing of materials related to 22 selected problems such as administrative organization, recruitment and employment of teachers, planning community college buildings, coordinating adult education with community colleges, standards for professional staff, and salary schedules.

232. The Junior College. Background Study X. Joint Staff of Coordinating

Committee for Higher Education, Madison, Wis., 1957. 33 p.

Answers such questions as, what is a junior college and who attends it? How is it established, supported, and controlled? What needs does it serve and what does the junior college idea mean for Wisconsin? Presents some junior college criteria, costs, and steps in establishment.

233. Sociological Structure of the Area Served by Harbor College. Special Faculty Bulletin, 19:45. Los Angeles, Calif. Los Angeles Harbor College, 1958. 6 p.

Contains statistical information on population, education, income, type of employment, and value of dwellings for the immediate area of the Los Angeles City School District served by Harbor College.

## II. PROJECTS UNDERWAY

It has come to the attention of the authors that some of the studies in progress as of June 30, 1961 (the cutoff date for this publication), have since been completed. Such studies have been footnoted to indicate the approximate date of completion or publication.

### Regional Studies

234. Florida's Community Junior Colleges: Their Contributions and Their Future. Proposed Design for a Study of their Five-Year Growth, 1957-62. Tallahassee, Fla. State Junior College Advisory Board.<sup>1</sup>

This study is designed to evaluate the aims and purposes of the community junior colleges in Florida, analyze the actual functions and activities of the colleges, examine ways in which these functions are being accomplished, and identify guidelines for future developments. Task forces will make special studies of legal bases including finances, of junior college students and faculties, and of the aims and purposes of the colleges. Re-

ports will be made through a coordinating committee.

235. PESCI, FRANK B. The Junior College Movement in Maryland: 1941-61. Doctoral dissertation underway at The Catholic University of America, Washington, D.C.

Will survey the historical development of public community and private junior colleges in the State of Maryland, including an examination of its organization, faculty, curriculums, enrolments, library, student personnel services, finances, accreditation, and relationship to other colleges and universities.

### Institutional Studies

236. Accreditation Report. Study underway at the Los Angeles Valley Junior College. Van Nuys, Calif.

Will bring the 1957 accreditation report up to date, showing improvements and implementation of previous recommendations.

237. Application for Accreditation. To be submitted by Modesto Junior College to the Western College Association. Modesto, Calif.<sup>2</sup>

This self-evaluation study will include six areas of investigation dealing with general

information on history of the institution, aims and purposes, curriculum, instruction, student personnel, and administration. A review of the actions taken on recommendations made by previous accreditation team will also be included.

238. DEMELLO, EDWIN J. A History of the Kern County Joint Union High School and Junior College District, 1893-1953. Doctoral dissertation underway at the University of California at Los Angeles. Los Angeles, Calif.

Will review community factors of a developmental nature over a 60-year period as related to Bakersfield College.

<sup>1</sup>Completed winter of 1962.

<sup>2</sup>Completed during 1962.

**239. A Proposed Plan for a Community College Study by the Citizens of Ionia, Michigan.** Study being prepared by Dr. Max S. Smith, Director, Office of Community Junior College Cooperation, Michigan State University, East Lansing, Mich.

Outlines the organizational plan and committee structure for use in setting up a self-study by the citizens of Ionia County, Mich., leading toward the establishment of a new community college.

**240. Pueblo College Self-Study.** Study being directed by Harold A. Hoeglund, Dean of Instruction, Pueblo College, Pueblo, Colo.

Will define past, present, and future purposes and goals of Pueblo College and will

study curriculum objectives and future development of each department.

**241. Self-Evaluation Study.** Study being prepared by Concordia College, Milwaukee, Wis.

Will study and evaluate the academic and administrative programs and organization of the institution.

**242. Self-Study of Sue Bennett College.** London, Ky.

Using the *Manual for the Institutional Self-Study and Periodic Visitation Program*, will survey and evaluate the various phases of operation of the college.

**243. Self-Survey Report of Mason City Junior College.** Mason City, Iowa.

Will examine the administration, resources and progress of the college and present official recommendations.

## Topical Studies

### Curriculum

**244. An Audit of the Courses of Study as Used by the Whirlpool Foundation Technical Institute, a Division of the Benton Harbor, Mich., Community College.** Audit being directed by Dr. Max S. Smith, Director, Office of Community Junior College Cooperation, Michigan State University, East Lansing, Mich.

All materials used in four programs, (1) design and development technology, (2) industrial technology, (3) mechanical technology, and (4) electronics technology, are to be audited and evaluated. Included are courses of study, course objectives, textbooks used, reference material, and subject matter covered.

**245. BILLS, DONNA J. Survey of Medical Secretary Programs.** Study being conducted in cooperation with the American Medical Association. College of Business, University of Utah, Salt Lake City, Utah.

Will examine the length of medical secretary programs in private schools, business colleges, junior colleges, and 4-year colleges in the United States; will also explore amount and kind of training provided for

the wide variety of functions performed by the medical secretary.

**246. OWEN, WILLIAM. Science Education in Colorado Junior Colleges.** Doctoral dissertation in progress at Colorado State College, Greeley, Colo.

Will survey science offerings with an evaluation based upon selected junior college criteria.

**247. PAXTON, VINOKE MUSHRUSH. A Plan for Nursing Education in Illinois Utilizing Junior College Resources.** A doctor of education dissertation underway at Teachers College, Columbia University, N.Y.

This study will summarize the present status of national and State policies affecting nursing and nursing education in Illinois; review operating and projected plans of nursing education; ascertain what recent developments and modifications of nursing education plans have been made; and propose a plan for nursing education to utilize the resources of the Illinois junior college system.

**248. POTTER, EDWIN E., JR. An Analysis of Attitudes of Students, Teachers and Administrators Toward General Education Programs of Selected Junior Colleges of Florida.** A doctoral dissertation underway at the University of Florida, Gainesville, Fla.<sup>4</sup>

\* Completed during 1962.

<sup>4</sup> Completed winter, 1961-62.

To determine by interviews what the students and faculty members of Florida junior colleges conceive general education to be, and how they think a general education program should be planned, implemented, and evaluated. Random sample of students, faculty, and Florida junior colleges to be used.

**249. SCALAPINO, WILLIAM H.** A Community and College Survey of the College of Marin Curriculum. Doctoral dissertation underway at the University of California, School of Education. Berkeley, Calif.

Proposes to discover whether the present curriculum of the College of Marin is meeting the needs of the community it serves. Will investigate both the specific needs and desirable scope of the curriculum.

**250. SMITH, EDWARD P.** Survey of Technical Education Needs. Study underway at Grays Harbor College. Aberdeen, Wash.

Will examine the technical education needs of the Grays Harbor area through a survey involving high school seniors, high school principals, and business and industrial leaders. Will develop recommendations for revisions and additions to curriculum.

**251. Survey of Education Courses Taught in Junior College.** Study underway at the Department of Education, University of California at Los Angeles. Los Angeles, Calif.

This study will examine the extent to which specific education courses are being taught in junior college.

**252. THOMAS, SISTER JANE, C.S.J.** Characteristics of the Psychiatric Nursing Course of 44 Associate Degree Programs. Master of Science dissertation underway at The Catholic University of America. Washington, D.C.

A questionnaire will be sent to the 56 community colleges providing the psychiatric nursing course. Questions will be asked concerning the objectives, organization, content-learning experiences, teaching methods, and evaluation of this course.

### Faculty and Staff

**253. Academic Rank.** Study being conducted by the Faculty Association of Cerritos College. Norwalk, Calif.

This study will review progress in academic rank from statements requested from selected institutions.

### Student Personnel and Student Services

**254. CRESCI, GERALD D.** Study of Selected Alumni of City College of San Francisco. Doctoral dissertation underway at University of California, Los Angeles, Calif.

Will evaluate a program of the semiprofessional student by a followup of 398 former students in 14 terminal programs.

**255. LAHTI, ROBERT E.** A Statistical Comparison of Academic Performance of Junior College Transfer Students and Native Students at the University of Wyoming. Doctoral dissertation in preparation at the University of Wyoming. Laramie, Wyo.

**256. LARSON, MILTON E.** A Study of the Characteristics of Students, Teachers, and the Curriculum of Industrial-Technical Education in the Public Community Junior Colleges of Michigan. Doctoral thesis underway at Michigan State University. East Lansing, Mich.

This study will determine the characteristics of students, faculty, and curriculums in industrial-technical education in 18 Michigan public community junior colleges. It will also deal with students entering during 1958-59, including those who later drop out or graduate.

**257. MACKAY, WILLIAM R.** Maturity of Interpersonal Perceptions and Persistence of Junior College Students. Doctoral dissertation underway at the University of California, School of Education. Berkeley, Calif.

Will explore the relationship between the maturity of inter-personal perceptions of male junior college students and their persistence in school, examining this relationship singly and in combination with academic aptitude, academic success, certain socio-economic variables, and age.

### General Administration

**258. HADEL, WALTER.** A Comparison of Unit Operating Costs of Selected Jun-

for College Administrative Services in Independent Junior College Districts and in Unified or Commonly Administered Districts. Doctor of Education thesis underway at University of California, Los Angeles, Calif.

This is a study which will compare the costs of selected administrative services in several pairs of junior colleges, one member of each pair being in an independent district and the other in a unified or commonly administered district.

259. LAVIRE, WILLIS A. The Critical Tasks for Public Junior College Administrators. Doctoral dissertation underway at the University of Florida, Gainesville, Fla.\*

This study is designed to identify the critical tasks of public junior college administration as discerned by public junior college administrators and to compare the critical tasks as identified in the study with those reported by the Southern States Cooperative Program in Educational Administration for public school administrators. Assumes that the identification of tasks is an important first step in improving administrative competency.

260. ROEHR, GEORGE L. Staff Committee Activities Stimulated by Accreditation in California Junior Colleges. Doctoral dissertation underway at University of California, School of Education, Berkeley, Calif.

Will examine and describe those facets of junior college staff committees that are closely related to the accreditation process for their college to determine how the internal management of these accreditation-related activities influences institutional improvement and to what extent the process of accreditation as externally applied to an institution fosters increased educational effectiveness.

261. SHANNON, WILLIAM G. The Community College President. Doctor of Education dissertation in process at Teachers College, Columbia University, New York.\*

Will study the role and responsibilities of public community college presidents. Will use a questionnaire sent to 240 presidents and arrange 30 interviews for supplementary information.

\*Completed during 1962.

\*Completed Fall 1961.

\*Completed winter, 1961-62.

## Facilities and Campus Planning

262. Facility Survey of Muskegon Community College Enrollment Potential and Fiscal Capacity. Study being conducted by the Citizens Research Council of Michigan, Detroit, Mich.\*

Will discuss the present plant, facilities and utilization of space; population change and migration; the enrollment, programs, organizational patterns, finances, and economy of the college; and the ability of the community to support a college building program. The Council plans to present several alternate plans for the development of the college facilities.

263. GILES, FREDERIC T. An Appraisal of Certain Principles Used in the Initial Planning of a Junior College Campus. Doctoral dissertation underway at Washington State University, Pullman, Wash.\*

Will develop guides for planning public junior college campuses.

264. Inventory of Public Junior College Facilities in California. Study being conducted by the Bureau of Education Research, California Department of Education, Sacramento, Calif.

Will survey the types of buildings, their use, and the capacity of the buildings on the campuses of public junior colleges in California.

265. PORTUGAL, EUGENE J. Space Adequacy Determinations for Junior Colleges. Doctoral dissertation underway at University of California, School of Education, Berkeley, Calif.

Will determine the strengths and limitations of the space adequacy survey; for colleges, a procedure for determining how much of each type of teaching space is needed for an estimated number of students in a known educational program, and will develop recommendations for the improvement of this procedure.

266. Survey of Laboratory Facilities. Study in progress at Baltimore Junior College, Baltimore, Md.

This survey will consider the possibility of expanding offerings in psychology and establishing a laboratory room in conjunction with the program.

## Library

267. WHEELER, HELEN. The Library Serves the Community College. Doctoral dissertation underway at Columbia University. New York.

Will identify and describe ways a community college library program can best serve the program of its institution. Will cover such aspects of possible library service to the community as program as institutional program support and community services.

## Unclassified

268. HESS, DANIEL STEWART. A Study of Trends and Extent of Organized Public Relations Programs in Two Year Colleges with Special Application to Ricks College. Doctoral dissertation underway at Brigham Young University. Provo, Utah.

Will examine the organization and administration of public relations programs in 2-year colleges, comparing the programs in State and public junior colleges with those

in parochial and other private junior colleges. Will evaluate the program at Ricks College in terms of criteria found desirable.

269. LOEHR, RAY ELWOOD. Independent or Unified? Junior College Organization in the Light of Selected Issues. Doctoral dissertation underway at University of California, School of Education. Berkeley, Calif.

Will examine, in light of increasing educational demands for junior college services in California, the independent junior college and the junior college within a unified school district as alternative forms of organization. Will evaluate the two forms in terms of curriculums, financial support, professional personnel, and pupil personnel services.

270. MORRISON, ARCHIE M. The Views of California Junior College Administrators, Instructors, and Boards of Trustees on Selected Issues in Junior College Education. Doctor of Education thesis underway at University of California. Los Angeles, Calif.

This is a survey study which will compare and contrast the views of California junior college administrators, instructors, and boards of trustees on selected issues in junior college education.

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The number after each entry corresponds to the serial number of the annotation in the bibliography. The index includes both studies completed, 1-233, and studies underway, 234-270.

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